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THE QUEEN'S REGULATIONS

AND THE

ADMIRALTY INSTRUCTIONS

FOR THE GOVERNMENT OF

HER MAJESTY'S NAVAL SERVICE.

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LONDON:
PRINTED FOR HER MAJESTY'S STATIONERY OFFICE,
AND SOLD BY
HARRISON & SONS, 59, PALL MALL;
J. D. POTTER (AGENT FOR THE ADMIRALTY CHARTS), 31, POULTRY,
AND 11, KING WILLIAM STREET, TOWER HILL;
AND
ALEXANDER THOM, ABBEY STREET, DUBLIN.

1862.

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Price One Shilling and Ninepence.

Eng
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861

PRINTED BY HARRISON AND SONS,
ST. MARTIN'S LANE, W.C.

Rec. Feb. 25, 1903.

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By the Commissioners for executing the Office of LORD HIGH ADMIRAL *of the United Kingdom of* GREAT BRITAIN AND IRELAND, *&c.*

THE Regulations and Instructions contained in this Book, for the Government of Her Majesty's Naval Service, having been established by Her Majesty's Order in Council, We do hereby require and direct you to observe and obey the same, and to take care that the several Officers and others under your command also pay the most strict attention and obedience thereto.

Given under our Hands this 6th day of August, 1861.

SOMERSET.
FREDERICK WILLIAM GREY.
CHARLES EDEN.
CHARLES FREDERICK.
JAMES ROBERT DRUMMOND.
SAMUEL WHITBREAD.

To

The respective Flag Officers, Captains, Commanders, and Officers commanding Her Majesty's Ships and Vessels.

By Command of their Lordships,

CLARENCE EDWARD PAGET.

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CONSTRUCTION OF WORDS.

In the construction of these Regulations and Instructions, unless there be something in the context or subject-matter repugnant to, or inconsistent with, such construction—

"Admiralty" shall mean the Lord High Admiral for the time being of the United Kingdom of Great Britain and Ireland, and when there shall be no such Lord High Admiral in office, any Two or more of the Commissioners for executing the Office of Lord High Admiral of the United Kingdom;

"Officer" shall include Commission, Warrant, and Subordinate Officers, but shall not extend to Petty and Non-Commissioned Officers, except when the words "Superior Officer" are used;

"Commander-in-Chief" shall mean an Officer appointed by Commission as such; and, in general routine duties, the Officer appointed to command a Squadron or Station, or the Officer on whom the charge thereof may devolve in consequence of the death or absence of the Officer appointed to command the same;

"Captain" shall mean the Officer appointed to command; and, in general routine duties, the person in command for the time being;

"Commanding Officer" shall mean the Officer or other person in command for the time being;

"Ship" shall mean every Ship and Vessel belonging to Her Majesty.

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THE QUEEN'S

REGULATIONS AND THE ADMIRALTY INSTRUCTIONS

FOR THE GOVERNMENT OF

HER MAJESTY'S NAVAL SERVICE.

CHAPTER I.

CLASSES AND DENOMINATIONS OF HER MAJESTY'S SHIPS AND VESSELS.

1.

THE Ships and Vessels of Her Majesty's Fleet shall consist of the following Classes and Denominations :—

I. RATED SHIPS, that is to say, Ships registered on the List of the Royal Navy, under one of the six following rates :—

First Rates, to comprise all Ships carrying 110 Guns and upwards, or the complements of which consist of 1,000 Men, or more. 1st Rates.

Second Rates, to comprise one of Her Majesty's Yachts, and all Ships carrying under 110 Guns, and more than 80, or the complements of which are under 1,000, and not less than 800 Men. 2nd Rates.

Third Rates, to comprise Her Majesty's other Yachts, and all such Ships as may bear the Flag or Pendant of an Admiral Superintendent or a Captain Superintendent of one of Her Majesty's Dock-yards; and all Ships carrying 80 Guns, and not less than 60, or the complements of which are under 800, and more than 600 Men. 3rd Rates.

Fourth Rates, to comprise all Frigate-built Ships, the complements of which are more than 410 Men. 4th Rates.

Fifth Rates, to comprise all Ships, the complements of which are not more than 410, and not less than 300 Men. 5th Rates.

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6th Rates. *Sixth Rates*, to comprise all other Ships commanded by Captains.

Sloops. II. Sloops,—

To comprise all Ships commanded by Commanders.

Other Classes of Ships. III. All other Ships commanded by Lieutenants, or other Officers inferior in rank to Commanders.

2.

Alterations. The Lords Commissioners of the Admiralty are authorized to make such alterations in the classification and denomination of any of Her Majesty's Ships, as may from time to time seem to them to be expedient.

3.

Rate of Ships not to be changed without authority. The circumstance of a Flag Officer, or Commodore of the First Class, hoisting his Flag, or Broad Pendant, on board any one of Her Majesty's Ships, shall make no change in the Rate or Class of such Ship, nor in the rank or pay of her Officers and Men, unless the Admiralty should deem it necessary to order otherwise.

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Chapter II.

ARMAMENT AND COMPLEMENTS OF HER MAJESTY'S SHIPS.

1.

The Ships of Her Majesty's Fleet shall be established with such proportion and description of Ordnance as the Admiralty may, from time to time, direct. **Armament.**

2.

Ships shall be denominated, as to their Ordnance, according to the number of Guns they actually carry. **Denomination.**

3.

They shall be established with the complements stated in the Table in the Appendix, and with the proportions, denominations, and ratings of Officers and Men shown therein; subject, however, to such alterations as to the denominations of the ratings, or to the proportional numbers in the several ratings, as the Admiralty may, from time to time, deem proper; and, in special cases, to such increase or decrease of complements as the Admiralty may consider necessary. **Complements.** *Appendix, 6.*

4.

Whenever any one of Her Majesty's Ships may be fitted as a— **Special Rates or Complements.**

Troop Ship,
Hospital Ship,
Fire Ship,
Surveying Ship,
Prison Ship,
Store Ship, or

as a Bomb Vessel, Mortar Vessel, or Gun Vessel, or for any other temporary or special service, the Admiralty may assign to such Ship whatever Rate or Complement may be considered expedient.

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Chapter III.

CEREMONIES AND DISTINCTIONS.

I. *Royal Salutes and Flags.*
II. *Diplomatic Salutes.*
III. *Salutes to Military Authorities.*
IV. *Salutes to Officers.*
V. *Salutes to Governors, &c.*
VI. *Salutes in India.*
VII. *Salutes to Foreigners not of Royal Families.*
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IX. *Distinguishing Flags.*
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XI. *Colours—Navy.*
XII. *Colours—Not Navy.*
XIII. *Military Honours.*
XIV. "*The Victoria Cross.*"
XV. *Foreign Orders and Medals.*
XVI. *Uniform.*

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§ I.—Royal Salutes and Flags.

1.

Royal Salutes.

All Royal Salutes are to consist of 21 Guns.

2.

Arrival and departure of the Queen.

Whenever the Queen shall arrive at any place in the British dominions where there is a Fort or Battery from which Salutes are usually fired, a Royal Salute shall be fired from such Fort or Battery, and from all the Ships and Vessels of War present; and similar Salutes shall be fired upon Her Majesty's final departure, and on such other occasions as shall be directed.

On Her Majesty visiting any Ship of War.

Also, whenever the Queen shall go on board any Ship of War, the Royal Standard shall be hoisted at the main-top-gallant-mast-head, the Flag of the Lord High Admiral at the fore-top-gallant-mast-head, and the Union Jack at the mizen-top-gallant-mast-head of such Ship, or, if on board of a small Vessel, in the most conspicuous parts of her; and a Royal Salute shall be fired from such Ship or Vessel, on Her Majesty's going on board, and again on leaving her: and every Ship of War present shall likewise fire a Royal Salute on the hoisting of those flags; and such

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further Royal Salutes shall be fired on Her Majesty quitting the Ship or Vessel, or passing in boats, or on such other occasions as may be directed.

Also, whenever the Queen shall be embarked in any Ship or Vessel at sea, and the before-mentioned Flags shall be hoisted in her, every Ship of War meeting her shall fire a Royal Salute. **Saluting the Queen when embarked**

And whenever any Ship or other Vessel, in which the Flags before-mentioned are flying, shall pass any Fort or other place from which Salutes are usually fired, a Royal Salute is to be fired from such Fort or other place; but whenever any Ship or Vessel passes, bearing the Royal Standard only (without the other Flags), such Fort or other place is not to Salute such ship or Vessel. **and on passing.**

3.

The Standards of their Royal Highnesses the Prince Consort and the Prince of Wales are to be treated with the same respect, and saluted in the same manner, when displayed in any of Her Majesty's Ships, as the Royal Standard of Great Britain. **Prince Consort. Prince of Wales.**

4

Whenever any other members of the Royal Family shall arrive at, or quit, any place where there is a Fort or Battery, from which Salutes are usually fired, they shall receive a Royal Salute, on their first arrival and final departure, from such Fort or Battery, and from all Her Majesty's Ships and Vessels present. **Other Members of the Royal Family.**

Also, whenever any member of the Royal Family shall go on board any of Her Majesty's Ships or Vessels, the Royal Standard (or the Standards of their Royal Highnesses the Prince Consort or the Prince of Wales, as the case may be), shall be hoisted at the main-top-gallant-mast-head of such Ship or Vessel, and a Royal Salute shall be fired from her, on such member of the Royal Family going on board, and again upon leaving her.

Also, whenever any member of the Royal Family shall be embarked in any Ship or Vessel at sea, and the Royal Standard (or the Standards of their Royal Highnesses the Prince Consort or the Prince of Wales), shall be hoisted in her, every Ship and Vessel of War meeting her shall fire a Royal Salute.

5.

Whenever any of Her Majesty's Ships may arrive at a Port, or pass the immediate neighbourhood of a place, where the Royal Standard is flying on shore, marking the presence of Her Majesty at such Port or place, they are to fire a Royal Salute. **Royal Standard.**

6.

The Royal Standard, and the Standards of their Royal Highnesses the Prince Consort and the Prince of Wales, do not return Salutes, and no other Flag is to be saluted in the presence of those Standards. **Royal and other Standards.**

7.

Whenever any foreign Crowned Head, Sovereign Prince or his Consort, or President of a Republican State, shall arrive at or quit any place in Her Majesty's dominions, where there is a Fort or Battery from which Salutes are usually fired, they shall receive a Royal Salute on their first arrival at, and final departure from, such Fort or Battery, and from all Her **Foreigners entitled to Royal Salutes.**

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Majesty's Ships present; and upon their going on board, and on leaving any of the said Ships, a similar Salute shall be fired, and on each occasion during the Salute the senior Officer's Ship shall display at her main-top-gallant-mast-head the Flag of the nation or state of such Crowned Head, Sovereign Prince, or his Consort, or President.

8.

Foreign Princes, &c. visiting Home Ports, or H. M. Ships in England.

Whenever any Prince, member of a foreign Royal Family, shall arrive at any of our Ports, or visit any of Her Majesty's Ships, the same Salutes shall be fired and compliments be paid to them as to the members of the Royal Family of England, as directed by Art. 4, displaying the Flag of the nation of such foreign Prince in lieu of our Royal Standard.

Abroad.

Whenever such visits to Her Majesty's Ships shall take place in a foreign port, corresponding Salutes shall be fired, and the Flag of the nation of the Royal Visitors shall be hoisted, as already explained.

Celebration of Anniversaries of Foreign Nations.

Upon occasion of the celebration of the birth-day of the King or the Queen of a foreign nation, or on other important festivals and ceremonies of such nation, by any Ships of War or Batteries of such nation, Her Majesty's Ships present may, under the direction of the senior Officer, fire such Salutes in compliment thereto, as are fired by the Ships or Batteries of the foreign nation, not, however, exceeding 21 guns, and the Flag of such nation shall be displayed on these occasions at the main-top-gallant mast-head of the senior Officer's Ship. Salutes so fired will not be returned to Her Majesty's Ships.

Salutes not to exceed 21 Guns.

Notreturned.

9.

Anniversaries.

The fixed days for firing Salutes as celebrations of Anniversaries shall be as follows, viz.:—

The Anniversaries of the Birth, the Accession, and the Coronation of the reigning Sovereign;

Birth-day of the Consort of the reigning Sovereign;

on which days a Royal Salute shall be fired at noon from all Her Majesty's Ships in Port, and at 1 P.M., from all the Forts and Batteries from which Triumphal Salutes are usually fired.

Excepted from this regulation are the Salutes usually fired at the Tower and at St. James's on the above occasions, as also are the Salutes on the opening, proroguing, or dissolving of Parliament by Her Majesty; or, on Her Majesty's going anywhere in procession; which Salutes are to continue as heretofore, or as Her Majesty may please to command.

10.

Birthday of a Member of the Royal Family.

Whenever any of Her Majesty's Ships may be in immediate proximity with the Court on the Anniversary of the birth of a Member of the Royal Family, it shall be celebrated by a Royal Salute being fired by such Ships.

11.

Lord-Lieutenant of Ireland.

The Lord-Lieutenant of Ireland shall be entitled to receive from the Forts and Batteries within his Vice-Royalty, a Royal Salute; and, on being fallen in with afloat, within three leagues of any part of the coast of Ireland, the Ship in which he is embarked having the Irish Standard

flying, or on his Excellency's visiting any of Her Majesty's Ships within the said limits, he is to be saluted with a Royal Salute.

§ II.—Diplomatic Salutes.

	SCALE.
Ambassadors Extraordinary and Plenipotentiary	19 Guns.
Envoys Extraordinary and Ministers Plenipotentiary, and Envoys, Ministers, and others accredited to Sovereigns (with the exception of such Ministers as are accredited in the specific character of "Minister Resident")	15 „
Ministers Resident, Diplomatic Authorities below the rank of Envoy Extraordinary and Minister Plenipotentiary, and above that of Chargé d'Affaires	13 „
Chargé d'Affaires, or Subordinate Diplomatic Agents left in charge of Missions	11 „
Consuls-General, or British factories	9 „
Consuls	7 „

1.

Ambassador Extraordinary and Plenipotentiary.

Whenever any Ambassador Extraordinary and Plenipotentiary shall arrive at, or depart from, any place in Her Majesty's dominions where there are Forts or Batteries from which Salutes are usually fired, he shall be saluted with the number of guns specified against his rank in the scale, Section II; and if an Ambassador shall embark on board of one of Her Majesty's Ships in an official capacity, he shall also be saluted by such Ship, according to the said scale, on his going on board, and (should he proceed to sea in her,) also on his finally leaving her; and the same may be observed in a foreign port or colony.

2.

Envoy Extraordinary and Minister Plenipotentiary, and Envoys, Ministers, &c. except Minister Resident.

An Envoy Extraordinary and Minister Plenipotentiary, and Envoys, Ministers, and others accredited to Sovereigns (with the exception of such Ministers as are accredited in the specific character of "Minister Resident"), shall be entitled to be saluted with the number of guns specified against their rank in the scale, Section II, but they shall be entitled only to the compliment when within the precincts of the Nation to which they are accredited; and, consequently, when they proceed in a Ship of War, they are only to be saluted by such Ship on their quitting her, after her arrival at their destination; and, whenever they shall visit in their official capacity any of Her Majesty's Ships within the precincts of the territories to which they are accredited, they are to be saluted by such Ships with the number of guns specified against their rank in the scale; but if they visit several of Her Majesty's Ships at the same port, on the same day, they shall be saluted only by one of them; and, although their visit to any of Her Majesty's Ships may be repeated, they shall be saluted by the same Ship, in the same port, only once in twelve months; but, when they shall embark on the final termination of their Mission, they shall be entitled to the same number of guns from any of Her Majesty's Ships which may be ordered to receive them.

The foregoing regulations are to be applicable also to the other

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Other Diplomatic Authorities.

Diplomatic Authorities of lower rank than that of Envoy Extraordinary and Minister Plenipotentiary, differing only in the number of guns with which they are to be saluted, as stated against their ranks in the scale.

3.

Foreign Diplomatic Authorities.

It is to be understood that Salutes, in conformity to the foregoing regulations, shall be fired in compliment (from either Forts or Ships), to those Foreign Diplomatic Authorities only whose Nations pay the same compliments to Her Majesty's Diplomatic Ministers in their territories.

4.

Consuls, &c., to be saluted on visiting Ships.

Her Majesty's Consuls-General, or Consuls, or the Members of a British Factory, shall be saluted with the number of guns mentioned against their rank in the scale, Section II, on their going on board, or on their leaving any one of Her Majesty's Ships, but this is to be done only in the foreign Ports to which they respectively belong, and only once in twelve months from the same Ship, and to the same person.

§ III.—Salutes to Military Authorities.

	SCALE.
The Lord High Admiral, or the Lords Commissioners for executing the office of Lord High Admiral,—or the Commander-in-chief of, or the Officer Commanding-in-chief, the whole Army of the United Kingdom	19 Guns.
The First Lord Commissioner of the Admiralty	15 „

1.

Lord High Admiral or Admiralty, and Commander-in-chief of the Army.

Whenever the Lord High Admiral, or the Lords Commissioners for executing the office of the Lord High Admiral,—or the Commander-in-chief of, or the Officer Commanding-in-chief, the whole of the Army of the United Kingdom,—shall arrive in their official capacities at any place in Her Majesty's dominions, where there are Forts or Batteries from which Salutes are usually fired, they are to be saluted with the number of guns specified against their respective ranks in the scale, Section III, and such further Salutes shall be fired from the Fort or Battery, at their departure, as may be directed; and the said authorities, on going on board any one of Her Majesty's Ships in their official capacities, shall be saluted by the said Ship only with the number of guns mentioned in the scale; and on their leaving her, such further Salutes shall be fired as may be directed; but if they visit several Ships at the same Port, on the same day, they are to be saluted on going on board by only one.

Flag of Lord High Admiral.

In the event of the Flag of the Lord High Admiral being hoisted on board one of Her Majesty's Ships, it is to be saluted by the Ship of the senior Officer present, according to the scale, also by any Ship, or by the Ship of the senior Officer of any Squadron of Her Majesty's Ships arriving at the Port where the said Flag shall be so flying; likewise on any Ship carrying the said Flag, being met at sea by any of Her Majesty's Ships, similar Salutes are to be fired by them; and on the arrival of a Ship carrying the said Flag, at any Port in Her Majesty's dominions, the Ship of the senior Officer present shall fire a similar Salute.

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No Flag of a Flag Officer is to be saluted in the presence of the Flag of the Lord High Admiral, when flying afloat. Flag of a Flag Officer.

2.

Whenever the First Lord Commissioner of the Admiralty shall arrive in his official capacity at any place in Her Majesty's dominions, where there is a Fort or Battery from which salutes are usually fired, or on going on board any of Her Majesty's Ships, he shall be entitled to be saluted by such Fort or Ship with the number of guns specified against his rank in the scale, Section III; and if he should embark in one of Her Majesty's Ships for the purpose of proceeding on a voyage in performance of public service, he shall be entitled to receive a Salute of the same number of guns, both on his going on board and on his finally quitting the said ship. First Lord Commissioner of the Admiralty.

§ IV.—Salutes to Officers.

	SCALE.
Field-Marshals or Admirals of the Fleet	17 Guns.
Admirals or Generals	15 „
Lieutenant-Generals or Vice-Admirals....	13 „
Rear-Admirals or Major-Generals	11 „
Brigadier-Generals or Commodores	9 „
Return Salutes to Captains of the Navy and Officers of inferior rank	7 „

Note.—While any of the above-mentioned hold Commissions as Commanders-in-chief, or Commanders of the Land Forces of a Station, they shall be entitled to be saluted with two guns more than specified in the scale, against their respective ranks.

1.

Whenever any of the Naval Officers specified in the scale, Section IV, in actual employment, land for the first time, in any place in Her Majesty's dominions where there are Forts or Batteries from which Salutes are usually fired, they are to be saluted with the number of guns specified against their ranks in the scale; and when any Officer of the Army, specified in the same scale, being in actual employment, shall officially visit or embark in one of Her Majesty's Ships, he shall likewise be saluted by that ship with the number of guns specified against his rank in the scale, either on going on board, or on quitting the said Ship; but if he should go on board more than one Ship in the same Port, he shall be saluted only by one of them, but these Salutes are not to be repeated to the same Officer, Military or Naval, oftener than once in twelve months, abroad, and in the United Kingdom, once in three years, unless the Officer in question shall, in the meantime, have received advancement of rank, in which case he may be again saluted by the Fort or Ship, as the case may be, according to the scale prescribed for his new rank. Naval and Military Officers landing or embarking for the first time. Once a year if abroad, and once in three years in United Kingdom.

These Salutes, being personal, are not to be returned.

2.

Whenever the Flag of an Admiral of the Fleet shall be hoisted, it shall be saluted by the Ship present, bearing the Flag or Pendant of the Officer next in seniority to him, with the number of guns specified in the scale, Section IV. Admiral of the Fleet.

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3.

Hoisting or shifting Flag on Appointment or Promotion.

Whenever an Admiral, a Vice-Admiral, Rear-Admiral, or a Commodore shall hoist his Flag or his Broad Pendant, on his appointment, or shall change his Flag or Broad Pendant on his promotion (he being the senior Officer present), the Ship bearing the Flag or the Pendant of the Officer next in seniority to him only shall salute with the number of guns to which his Flag or his Broad Pendant may be entitled, according to scale, Section IV; or being a junior Officer, he shall salute the senior present; but no interchange of Salutes shall take place on the re-hoisting of a Flag or Broad Pendant between Officers who shall have already exchanged Salutes within twelve months, and no other Ships, whether bearing Flags or Broad Pendants, or private Ships, present on any occasion of such Salutes being fired, shall salute, except under the circumstances hereinafter explained.

4.

Flag Officer, &c., meeting a Senior Officer.

Whenever a Flag Officer or a Commodore shall join or meet a senior Officer for the first time (except a Commodore meeting a senior Captain who may not be a Commodore), he shall salute such senior Officer with the number of guns to which he may be entitled, according to the scale, Section IV.

5.

When there are 2 or more Flag Officers in Squadrons meeting each other.

If there be more than one Flag Officer, or Commodore, in Squadrons joining or meeting, the Ship only of the senior Flag Officer, or of the senior Commodore of each Squadron shall salute the Flag Officer, or the Commodore, who may be the senior Officer to all present.

6.

Meeting a Flag Officer or Commodore for the first time.

Whenever any Ship of War shall join or meet a Flag Officer or a Commodore for the first time, she shall salute such Flag Officer or Commodore (if the latter be a senior Officer) with the number of guns to which he may be entitled; but if more than one ship shall, at the same time, join or meet a Flag Officer, or a Commodore and the said Ships shall be under the orders of a senior Officer in command of one of them, such senior Officer only shall salute the Flag or the Broad Pendant (if the Commodore be his superior); but if the said Ships shall be under separate and distinct orders then a Salute shall be fired by each of them.

7.

Saluting Flags of Flag Officers and Return Salutes.

Whenever a junior Officer shall salute the Flag of the Lord High Admiral, or of the Lords Commissioners of the Admiralty, or of any Flag Officer, or the Broad Pendant of a Commodore, a Salute shall be fired in return of the number of guns to which the rank of the Officer who saluted shall be (if a Flag Officer or a Commodore) entitled according to the scale, Section IV. If the Officer saluting be of the rank of Captain, or of inferior rank, the return Salute shall be seven guns, as specified in the scale. When more than one Flag Officer, Commodore, Captain, Commander, or Lieutenant commanding shall salute, one Salute shall be fired in return, as an answer to the whole, consisting of the same number of guns as the Officer receiving the Salute is entitled to; but no Flag Officer nor Commodore shall be saluted more than once during the period of his command by the same Flag Officer, Commodore, Captain, Commander, or

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Lieutenant commanding any one of Her Majesty's Ships, except on the occasion of a change of Flags or of Broad Pendants on a promotion.

8.

No Officer under certain rank to be saluted.

No Captain, Commander, or Lieutenant, nor any other Officer commanding one or more of Her Majesty's Ships shall salute an Officer under the rank of a Commodore or Brigadier-General, in Her Majesty's Navy or Army in any part of the world.

9.

When saluted by Merchant Vessels.

When Flag Officers, Commodores, Captains, or other Officers commanding shall be saluted by Merchant Ships (either British or Foreign), they shall return five guns to a single Merchant Ship, and seven to several ships.

This Article is to apply to all private Ships saluting not being in Her Majesty's Navy.

10.

Forts and Ships.

Her Majesty's Ships and Her Majesty's Forts and Castles are not, on any account, to exchange Salutes in any part of Her Majesty's Dominions.

11.

Minute Guns at Funerals of certain Officers dying upon service

At the Funerals of General and Flag Officers, of Commodores and Brigadier-Generals, dying upon service, Minute Guns are to be fired whilst the body is proceeding to the place of interment, but these Minute Guns are not to exceed the number to which the Officer's rank entitled him when living.

if dying afloat.

There shall, moreover, be fired, after the body is deposited in the grave, or in the sea, a Salute of cannon, amounting to the same number of guns as the deceased Officer was entitled to when living; and in the event of a General or Flag Officer dying afloat, and who is to be buried on shore, where there is a Fort, Minute Guns are to be fired from the Ship whilst the body is being conveyed to the shore; and after the body is landed Minute Guns are to be fired by the Fort whilst the funeral procession is moving from the landing-place to the place of interment; the Minute Guns, both from the Ship and the Fort, shall not exceed twice the number of guns the Officer was entitled to when living.

12.

Minute Guns at Funerals of Captain or Commander.

At the Funeral of a Captain or Commander of one of Her Majesty's Ships, such number of Minute Guns as the Commanding Officer present shall direct (not, however, exceeding twenty) shall be fired by the Ship he commanded, or to which he belonged, beginning to fire when the

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3.

Hoisting or shifting Flag on Appointment or Promotion.

Whenever an Admiral, a Vice-Admiral, Rear-Admiral, or a Commodore shall hoist his Flag or his Broad Pendant, on his appointment, or shall change his Flag or Broad Pendant on his promotion (he being the senior Officer present), the Ship bearing the Flag or the Pendant of the Officer next in seniority to him only shall salute with the number of guns to which his Flag or his Broad Pendant may be entitled, according to scale, Section IV; or being a junior Officer, he shall salute the senior present; but no interchange of Salutes shall take place on the re-hoisting of a Flag or Broad Pendant between Officers who shall have already exchanged Salutes within twelve months, and no other Ships, whether bearing Flags or Broad Pendants, or private Ships, present on any occasion of such Salutes being fired, shall salute, except under the circumstances hereinafter explained.

4.

Flag Officer, &c., meeting a Senior Officer.

Whenever a Flag Officer or a Commodore shall join or meet a senior Officer for the first time (except a Commodore meeting a senior Captain who may not be a Commodore), he shall salute such senior Officer with the number of guns to which he may be entitled, according to the scale, Section IV.

5.

When there are 2 or more Flag Officers in Squadrons meeting each other.

If there be more than one Flag Officer, or Commodore, in Squadrons joining or meeting, the Ship only of the senior Flag Officer, or of the senior Commodore of each Squadron shall salute the Flag Officer, or the Commodore, who may be the senior Officer to all present.

6.

Meeting a Flag Officer or Commodore for the first time.

Whenever any Ship of War shall join or meet a Flag Officer or a Commodore for the first time, she shall salute such Flag Officer or Commodore (if the latter be a senior Officer) with the number of guns to which he may be entitled; but if more than one ship shall, at the same time, join or meet a Flag Officer, or a Commodore and the said Ships shall be under the orders of a senior Officer in command of one of them, such senior Officer only shall salute the Flag or the Broad Pendant (if the Commodore be his superior); but if the said Ships shall be under separate and distinct orders then a Salute shall be fired by each of them.

7.

Saluting Flags of Flag Officers and Return Salutes.

Whenever a junior Officer shall salute the Flag of the Lord High Admiral, or of the Lords Commissioners of the Admiralty, or of any Flag Officer, or the Broad Pendant of a Commodore, a Salute shall be fired in return of the number of guns to which the rank of the Officer who saluted shall be (if a Flag Officer or a Commodore) entitled according to the scale, Section IV. If the Officer saluting be of the rank of Captain, or of inferior rank, the return Salute shall be seven guns, as specified in the scale. When more than one Flag Officer, Commodore, Captain, Commander, or Lieutenant commanding shall salute, one Salute shall be fired in return, as an answer to the whole, consisting of the same number of guns as the Officer receiving the Salute is entitled to; but no Flag Officer nor Commodore shall be saluted more than once during the period of his command by the same Flag Officer, Commodore, Captain, Commander, or

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Lieutenant commanding any one of Her Majesty's Ships, except on the occasion of a change of Flags or of Broad Pendants on a promotion.

8.

No Captain, Commander, or Lieutenant, nor any other Officer commanding one or more of Her Majesty's Ships shall salute an Officer under the rank of a Commodore or Brigadier-General, in Her Majesty's Navy or Army in any part of the world. **No Officer under certain rank to be saluted.**

9.

When Flag Officers, Commodores, Captains, or other Officers commanding shall be saluted by Merchant Ships (either British or Foreign), they shall return five guns to a single Merchant Ship, and seven to several ships. **When saluted by Merchant Vessels.**

This Article is to apply to all private Ships saluting not being in Her Majesty's Navy.

10.

Her Majesty's Ships and Her Majesty's Forts and Castles are not, on any account, to exchange Salutes in any part of Her Majesty's Dominions. **Forts and Ships.**

11.

At the Funerals of General and Flag Officers, of Commodores and Brigadier-Generals, dying upon service, Minute Guns are to be fired whilst the body is proceeding to the place of interment, but these Minute Guns are not to exceed the number to which the Officer's rank entitled him when living. **Minute Guns at Funerals of certain Officers dying upon service**

There shall, moreover, be fired, after the body is deposited in the grave, or in the sea, a Salute of cannon, amounting to the same number of guns as the deceased Officer was entitled to when living; and in the event of a General or Flag Officer dying afloat, and who is to be buried on shore, where there is a Fort, Minute Guns are to be fired from the Ship whilst the body is being conveyed to the shore; and after the body is landed Minute Guns are to be fired by the Fort whilst the funeral procession is moving from the landing-place to the place of interment; the Minute Guns, both from the Ship and the Fort, shall not exceed twice the number of guns the Officer was entitled to when living. **if dying afloat.**

12.

At the Funeral of a Captain or Commander of one of Her Majesty's Ships, such number of Minute Guns as the Commanding Officer present shall direct (not, however, exceeding twenty) shall be fired by the Ship he commanded, or to which he belonged, beginning to fire when the body is put into the sea, or when it is put off from the Ship to be carried on shore. If the Ship be alone the Officer succeeding to the command shall order this to be done. **Minute Guns at Funerals of Captain or Commander.**

Cannon are not to be fired at the Funerals of Officers subordinate to the above ranks, or of Civil Officers. **Civil Officers, &c. not entitled to Minute Guns.**

13.

At the Funeral of a Lieutenant, Master, Sub-Lieutenant, or Second Master, or of a Civil Officer of corresponding or higher rank, of any of Her Majesty's Ships, three volleys of musketry shall be fired over the **Volleys of Musketry at Funerals of certain Officers.**

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grave, or over the body when put into the sea; and at the Funeral of Warrant or Subordinate Officers, one Volley.

§ V.—Salutes to Governors, &c.

	SCALE.
The Lord Warden of the Cinque Ports	19 Guns.
The Governors of Her Majesty's Colonies, Foreign Possessions, Castles, or Fortresses (within the precincts of their Governments)	17 „
Lieutenant-Governors of Her Majesty's Colonies, Foreign Possessions, Castles, or Fortresses within the precincts of the said Governments (if administering Government)	13 „

1.

Lord Warden of Cinque Ports.

The Lord Warden of the Cinque Ports is to be saluted by the Forts within his jurisdiction, with the number of guns specified in the scale, Section V, and as heretofore has been the practice.

2.

Governors, or Lords High Commissioners.

All Governors, or Lords High Commissioners, of Her Majesty's Colonies, Foreign Possessions, Castles, or Fortresses (including Her Majesty's Lord High Commissioner of the Ionian Islands), shall be entitled to a Salute of the number of guns specified against their rank in the scale, Section V, but they shall be entitled to this compliment only within the precincts of their Governments; consequently, when they proceed in a Ship of War from the United Kingdom, they are only to be saluted by such ship on their quitting her after arriving at their several destinations. A Governor, on his first landing in his Government, shall be entitled to be saluted from the Fort or Battery with the number of guns before specified, and again on his final departure, at the expiration of his Government; and he shall be further entitled to be saluted by such other Forts or Dependencies of his Government as he may visit in his official capacity, but these latter Salutes shall be repeated at each place only once in twelve months.

Salute on first arrival at, and final departure from, their Government.

Occasional Salutes.

Visiting H.M. Ships.

If he shall visit, within the precincts of his Government, any one of Her Majesty's Ships, he shall be saluted by the said Ship, with the same number of guns, either on his going on board, or on his leaving her; but if he shall visit on the same day several Ships in the same Port, he shall be saluted by only one of them; and although his visits to the same ship may be repeated, he shall be saluted by her only once in twelve months at each Port or Colony within the precincts of his Government; but when he shall embark on the final termination of his Government, he shall be entitled to be saluted with the same number of guns from any of Her Majesty's Ships which may be ordered to receive him.

Temporary absence from Government on leave.

When Governors, or Lieutenant-Governors, quit their Governments on leave of absence, they shall be entitled to the same Salutes on their departure, and on their return to their Governments, as they would have been entitled to on their first assuming them, or on their final departure from them.

3.

Lieutenant Governors.

Lieutenant-Governors not administering the Government are to be entitled to be saluted with the number of guns specified against their

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rank in the scale, Section V; but they are only to receive this compliment on their arrival at the seat of Government, and on their finally quitting it, and only from the Forts or Batteries at the seat of Government.

They are to be saluted also by the Ship of War from which they disembark, and by such Ship of War also as they may embark in, on their final departure.

4.

The Union Flag or Jack being the distinctive Flag or Mark of an Admiral of the Fleet when displayed at the main-top-gallant-mast-head, and ordered by these Instructions to be saluted accordingly, being likewise one of the Flags which is to designate the presence of the Queen on board of a ship, when it may be displayed at another mast-head, and all ships or vessels, other than Her Majesty's ships or vessels, being interdicted from displaying the said Flag, by "The Merchant Shipping Act, 1854," the said Union Flag or Jack is not, on any account, to be displayed at either mast-head of any ship or vessel, in consequence of any Governor or Lieutenant-Governor of any of Her Majesty's Possessions or Fortresses being on board such ship or vessel, but a Flag having a Crown on it, or having the Arms of the Colony on it, may be substituted to denote the presence of the Governor or Lieutenant-Governor on board any vessel in the precincts of his Government.

Union Jack denotes presence of the Queen or Admiral of the Fleet, is not therefore to be hoisted at mast-head of any Ship except for such purpose.

Distinguishing Flag for Governors, &c.

5.

Civil Functionaries shall have, at their funerals, the same number of guns fired as Minute Guns, while the procession is going to the burial-ground, as they were entitled to as Salutes when living.

Civil Functionaries, not entitled to Salutes of cannon when living, are to have no guns fired at their funerals.

Minute Guns at Funeral of Civil Functionaries.

§ VI.—SALUTES TO EUROPEAN FUNCTIONARIES, APPLICABLE IN THE TERRITORIES UNDER THE AUTHORITY OF THE GOVERNMENT OF INDIA, AND WITHIN THE INDIAN SEAS.

Salutes to European and Indian Diplomatic Functionaries in India.

	SCALE.
The Viceroy and Governor-General of India	21 Guns.
Ambassadors	19 "
Governors of Presidencies	17 "
The President of the Council of India	17 "
Governors of Her Majesty's Colonies	17 "
Lieutenant-Governors of Provinces in India	15 "
Members of Council	15 "
Plenipotentiaries and Envoys	15 "
Lieutenant-Governors of Her Majesty's Colonies	15 "
Agents to the Viceroy and Governor-General....	13 "
Residents	13 "
Chief Commissioners of Provinces and Commissioners	13 "
Political Agents and Chargés d'Affaires	11 "

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1.

Governor-General of India.

The Viceroy and Governor-General of India shall be entitled to receive a Royal Salute from the Forts and Batteries within the Indian Territories, and from Her Majesty's Ships on being fallen in with afloat within the Indian Seas, and on visiting any of Her Majesty's Ships within those limits.

2.

Ambassador, Governor of a Presidency, or President of the Council of India.

Whenever an Ambassador, a Governor of a Presidency, or the President of the Council of India, shall arrive at, or depart from, any place within the Indian Territories where there are Forts and Batteries;—and also whenever an Ambassador, a Governor of a Presidency, or the President of the Council of India, shall visit, embark on board, or disembark from, any one of Her Majesty's Ships within the Indian Seas,—he shall be saluted by the Fort or Ship, as the case may be, with the number of guns specified in the scale.

3.

Governors of H.M. Colonies.

Lieutenant-Governors of Provinces in India and of H.M. Colonies,

Agents, &c.

Governors of Her Majesty's Colonies, Lieutenant-Governors of Provinces in India, Lieutenant-Governors of Her Majesty's Colonies, Agents to the Viceroy and Governor-General, Residents, Chief-Commissioners of Provinces, and Commissioners, shall be entitled to be saluted with the number of guns specified for their rank in the scale, by the Forts and Batteries within their respective jurisdictions, and when on duty elsewhere in the Territories under the authority of the Government of India;—and when they shall visit, embark on board, or disembark from any one of Her Majesty's Ships within the jurisdiction of their respective Governments.

4.

Members of Council in India.

Members of Council in India shall be entitled to be saluted with the number of guns specified in the scale, by the Forts and Batteries within their respective Presidencies,—and when they shall visit, embark on board, or disembark from any one of Her Majesty's Ships within the same limits.

5.

Plenipotentiaries and Envoys, Political Agents and Chargé d'Affaires.

Plenipotentiaries and Envoys, and Political Agents and Chargés d'Affaires shall be entitled to be saluted with the number of guns specified in the scale, by the Forts and Batteries within the precincts of the territories to which they are accredited,—and when they shall visit, embark on board, or disembark from any one of Her Majesty's Ships within the said precincts.

6.

Officers of H.M. Navy and Army, and Officers of H.M. Indian Military and Naval Forces.

Officers of the Navy and Army shall be saluted in India, according to their respective ranks, with the number of guns specified, and under the regulations laid down, in Section IV, relative to Salutes to Officers. And Officers of Her Majesty's Indian Military and Naval Forces shall be saluted, according to their rank, in the same way as Officers of Her Majesty's Army and Navy.

7.

Special Salutes in Indian Limits.

The Viceroy and Governor-General of India has power, in cases in which he may deem it expedient to authorize Salutes, to issue local regulations for the guidance of the authorities in Indian Limits with respect to Civil or Military Officers holding Positions or Commands not included in the foregoing scale.

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§ VII.—Salutes to Foreigners not of Royal Families.

1.

If a Foreigner of high distinction, or a Foreign Flag or General Officer, shall visit any one of Her Majesty's Ships, he may be saluted on his going on board, or on leaving the Ship, with such number of guns as, from his rank, may be deemed proper; not, however, exceeding 15, unless a British Officer of corresponding rank shall have been saluted by a Ship of the nation of such Foreigner with a greater number, in which case an equal number may be fired, but never exceeding 19 guns. Her Majesty's Officers are not to expect personal Salutes of this nature to be returned. **Foreigners of Distinction not Royal.** **Personal Salutes not returned.**

The Captain of a Foreign Ship of War may also be saluted with nine guns, on his visiting one of Her Majesty's Ships, if such compliment shall have been paid to the Captain of one of Her Majesty's Ships on his visiting a Ship of the nation to which such Foreign Ship may belong; but if he never had an opportunity of visiting such Foreign Ship of War, he is nevertheless at liberty to pay the compliment to the Foreign Captain, and to return the personal Salute from any Foreign Ship. **When a Captain of a Foreign Ship of War may be saluted.**

In all cases the Flag of the nation of such Foreigner shall be hoisted during the Salute at the fore-top-gallant mast-head.

2.

Officers commanding Her Majesty's Ships on visiting Foreign Ports are to ascertain the number of guns with which such places have usually been saluted, and they are to salute with that number of guns, on receiving assurance that the Salute will be returned gun for gun, but such salutes are not to exceed 21 guns. In the event of there being already in the Port a senior Officer of Her Majesty's Ships, his directions on the subject are to be followed: but if several Ships or Vessels shall arrive together, the senior Officer only of them shall salute. **Foreign Ports.** **Salutes on arrival to be returned gun for gun.**

3.

All Salutes from Ships of War of other nations either to Her Majesty's Forts or Ships, are to be returned gun for gun. **Return Salutes to Foreigners.**

4.

A British Ship of War meeting at sea a foreign Ship of War bearing the Flag of a Flag Officer, or the Broad Pendant of a Commodore, commanding a Station or Squadron, and superior in rank to the Officer of the British Ship, shall salute such Foreign Flag Officer or Commodore with the number of guns to which a British Officer of corresponding rank is entitled, upon being assured of receiving in return gun for gun; and in the event of the British Ship meeting with such Foreign Flag **Meeting a Foreign Ship of War.**

§ VIII.—Salutes in General.

1.

Intimation when Salutes are fired.

None of the Salutes authorized by these instructions shall be fired from Ships of War without due communication, by signal or otherwise, being made to the Naval Commanding Officer present, except in cases of Salutes in compliment to such Commanding Officer himself.

2.

The same person not to be saluted in two capacities.

Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be entitled to be saluted in more than one capacity, shall be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

3.

Vessels of less than 10 guns not to Salute, except where the omission would give offence.

None of Her Majesty's Ships, with less than 10 guns, are to fire a Salute that may require the reloading of the guns, unless under circumstances when such omission cannot be explained to prevent giving offence to a Foreign Power, or a Foreign Officer.

4.

Special Salutes not herein provided for.

No other Salutes than those authorized by the foregoing Regulations are to be allowed, except that upon any important occurrence, such as a great victory gained by Her Majesty's Arms, or other highly advantageous national event, the Governor, or Officer commanding any of Her Majesty's Possessions abroad, may, in conjunction with the senior officer of Her Majesty's Naval Service on the spot, direct such Salutes to be fired as the occasion may seem to them to require; but, unless the Officers in command of both Services concur in the propriety of such Salutes being fired, they are not to take place by one Service only.

Salutes at Religious Ceremonies, &c.

The Governors of Colonies are, however, authorized to continue to sanction such Salutes as may have been customary, and which they may deem right and proper at religious ceremonies, and further, to cause the usual Salutes to be fired at the opening and closing of the Houses of Parliament or Assembly, but these Salutes are in neither of the above cases to exceed 19 guns.

5.

Ammunition expended for Saluting, &c.

The ammunition for all Salutes authorized by the foregoing instructions shall be supplied by Her Majesty's War Department at the public charge; but, in the event of guns being fired to enforce Quarantine or Port Regulations, where there may be Local Laws authorizing the recovery of the cost of the ammunition used for such purpose, the

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§ IX.—Distinguishing Flags.

1.

The Lord High Admiral's Flag is to be worn on board of any of Her Majesty's Ships in which the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral, shall embark. Flags. Lord High Admiral

2.

The Flag of the Lord-Lieutenant of Ireland is to be worn on board any of Her Majesty's Ships in which his Excellency shall embark within the Irish waters, or in St. George's Channel. Lord Lieutenant of Ireland.

3.

The Union Flag is to be worn by an Admiral of the Fleet at the main-top-gallant-mast-head, as his proper Flag. Admiral of the Fleet.

4.

A plain Red Flag is to be worn by Admirals, Vice-Admirals, and Rear-Admirals of the Red, at the main, fore, or mizen-top-gallant-mast-heads, respectively, as their proper Flag. Red Flags.

5.

A White Flag, with a Red St. George's Cross in it, is to be worn by Admirals, Vice-Admirals, and Rear-Admirals of the White, at the main, fore, or mizen-top-gallant-mast-heads, respectively, as their proper Flag. White Flags.

6.

A plain Blue Flag is to be worn by Admirals, Vice-Admirals, and Rear-Admirals of the Blue, at the main, fore, or mizen-top-gallant-mast-heads, respectively, as their proper Flag. Blue Flags.

7.

When Flag Officers shall think fit to carry their Flags at the head of their boats, or in Tenders, or small Vessels having only one mast, they shall wear the following Flags to distinguish their Ranks, viz. :— Flags in Boats

The Admiral of the Fleet, and the Admirals of the Red, White, and Blue, shall wear their proper Flag; Vice-Admirals of the Red and Blue their proper Flag, but with one White Ball in it; and Vice-Admirals of the White their proper Flag, with one Blue Ball in it.

Rear-Admirals of the Red and Blue their proper Flag, with two White Balls; and Rear-Admirals of the White their proper Flag, with two Blue Balls in it. The Balls to be large enough to be easily distinguished, and to be in the Upper part of the Flag, and near the Staff.

When Vice and Rear-Admirals have their Flags painted on their boats, the same distinctive Balls, of at least two inches in diameter, are to be inserted on them.

8.

When two Flag Officers, carrying the same Flag at the same mast-head, shall serve together, the Admiralty, or the Commander-in-chief of the Fleet in which they may be serving, may order either of them to wear, temporarily, such other Flag as may be deemed expedient for the sake of distinction; but this temporary circumstance is not to affect their proper rank and command. Two or more Flag Officers with same Flag serving together.

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§ X.—Distinguishing Pendants.

1.

Commodore 1st Class.

A plain Red Broad Pendant, or a White Broad Pendant with a Red Cross in it, is to be worn by Commodores of the First Class; but when more than one such Commodore shall be present, the senior only shall wear the Red Pendant, and the other, or others, the White Pendant.

2.

Commodore 2nd Class.

A Blue Broad Pendant is to be worn by Commodores of the Second Class.

3.

All Ships to wear a long Pendant if in commission and no Flag or Broad Pendant is flying.

All Her Majesty's Ships in Commission, when not distinguished by a Flag or Broad Pendant, are to wear a Long Pendant, having a St. George's Cross on a White Field in the upper part next to the mast, with a Fly entirely of the colour of the Ensign.

§ XI.—Colours—Navy.

1.

Ensigns.

The following Ensigns are to be worn by Her Majesty's Ships in Commission according to the Flag of the Flag Officer, or the Broad Pendant of the Commodore, under whose orders they are serving, or in whose presence they may be, or as circumstances may authorize; and with Union Jacks at the bowsprit end, when it shall be thought proper to display them.

Red Ensign.

A Red Ensign, with an Union in the Upper Canton.

White Ensign.

A White Ensign, with a Red St. George's Cross in it, and with an Union in the Upper Canton.

Blue Ensign.

A Blue Ensign, with an Union in the Upper Canton.

Union Jack as Pilot Flag.

The Union Jack, with a border of White, of one-fifth of the Jack, shall be used in all parts of the world as a Pilot Flag.

Colours to be hoisted at stated times at home and abroad.

Her Majesty's Ships, when at anchor in Home Ports and Roads, shall hoist their Colours at 8 o'clock in the morning, from 25th March to 20th September inclusive, and at 9 o'clock from 21st September to 24th March inclusive, but when abroad, at 8 or 9, as the Commander-in-chief shall direct; and they shall be kept flying (if the weather permit, or the senior Officer present see no objection thereto) throughout the day until sunset; they are then to be hauled down, the sentinels firing their muskets. And whenever a Ship shall come to anchor, or get under way, if there be sufficient light for her Colours to be seen, they are to be hoisted, though earlier or later than aforesaid; also on her passing, meeting, joining, or parting from, any other of Her Majesty's Ships; and, unless there should be sufficient reason to the contrary, on her falling in with any other ship or ships at sea,—or when in sight of and near the land, especially when passing or approaching Forts, Castles, Batteries, Lighthouses, or Towns.

Sunset.

When to show Colours.

2.

No Flag Officer or Captain shall carry any other Flag or Pendant than that which belongs to his rank, except when Her Majesty, or any of the Royal Family, or the Lord-Lieutenant of Ireland, may be on board; or when directed so to do by the Admiralty, or by his superior Officer.

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§ XII.—Colours—not Navy.

1.

All Ships and Vessels belonging to Her Majesty's subjects, shall wear a Red Ensign, with the Union in the Upper Canton next to the Staff; and shall use a British Union Jack, with a border of White, of one-fifth of the Jack, as a Pilot Flag, in all parts of the world; except such Yachts or other Vessels as may have Warrants from the Admiralty to display other Ensigns, Colours, or Pendants.

Alteration in Ensigns and Union Jacks.

Special Flags.

2.

Ships and Vessels, employed in the service of any public office, shall carry the said Red Ensign, and a small Red Flag with a Union described in a Canton, at the upper corner thereof, next to the staff, as a Jack, but in the centre of such Ensign and Jack, there shall be described the Seal or Badge of the office to which they belong. Hired Troop or Store Ships, when in charge of a Commission Officer, shall wear, in addition, a Red Pendant with the Admiralty Badge at the upper part next to the mast. Commission Officers, serving with the permission of the Admiralty as Mail Agents in Contract Vessels, may, when in their boats, wear therein a similar Red Pendant; but, when such Pendant is displayed, the Ensign, with the Seal or Badge of the office to which the Vessel belongs, must also be displayed in the boat.

For Ships employed by a public office.

Hired Ships when a Commission Officer is on board.

Contract Vessels.

3.

With the foregoing exceptions, the Flags, Pendants, and Jacks appointed to be worn by the ships of the Royal Navy, shall not be hoisted or worn on board any other ships or vessels whatsoever; nor shall the Masters of such other Ships and Vessels hoist or wear any Flags, Ensigns, Pendants, or Jacks made in imitation of, or resembling those appointed to be worn by, Ships of the Royal Navy (excepting as hereinbefore directed), nor any kind of Pendant whatsoever, nor what may be taken for such; and if they shall offend herein, and shall presume to hoist or wear any Flags resembling those worn by Her Majesty's Ships, or any other Colours than those hereinbefore specified, or any kind of Pendant whatsoever, it is Her Majesty's pleasure that the Captains, or any other Officers of Her Majesty's Ships of War, who shall see them, do seize such Colours, Flags, or Pendants, and report the name of the Master, and of the Ship or Vessel, the place to which she belongs, and of the merchant who is owner of her, to the Secretary of the Admiralty; transmitting also affidavits of two witnesses to the fact, in order that the person so offending may be proceeded against according to law.*

When Ships, not authorized, hoist Flags, &c., appointed for the Royal Navy.

4.

The Captains and Commanders of Her Majesty's Ships shall not suffer any foreign Ship to ride in Her Majesty's Ports or Roads with False Colours; but if any foreign ship shall persist in carrying them, they are to send an account thereof to the Secretary of the Admiralty.

False Colours.

* *Vide* "Merchant Shipping Act, 1854," section 105; and Part 10, "Legal Procedure."

§ XIII.—Military Honours.

1.

To a Commander-in-chief.

An Admiral of the Fleet, or an Admiral, or a Commander-in-chief being a Flag Officer or a Commodore of the First Class, shall be received on board any of Her Majesty's Ships by a Guard of Marines, or Land Forces serving as such, commanded by a Captain, where there be one; the Officers saluting, Drums and the Band playing a March, with Arms presented.

2.

To a Vice-Admiral not being a Commander-in-chief.

A Vice-Admiral, not being a Commander-in-chief, shall be received by a Guard of Marines, or Land Forces serving as such, commanded by a Captain; the Officers saluting, the Drums beating three ruffles, with Arms presented, and the Band playing a March.

3.

To a Rear-Admiral not being a Commander-in-chief.

A Rear-Admiral, not being a Commander-in-chief, shall be received by a Guard of Marines, or Land Forces serving as such, commanded by a Subaltern; the Officer saluting, Drums beating two ruffles, with Arms presented, and the Band playing a March.

4.

To a Commodore or Captain of Fleet.

A Commodore, not being a Commander-in-chief, or the Captain of a Fleet, (provided there be no Captain senior to him in a ship present,) shall be received by a Guard of Marines, or Land Forces serving as such, commanded by a Subaltern: the Officer saluting, the Drum beating one ruffle, with Arms presented, and the Band playing a March.

5.

To Captains and Commanders.

A Captain may be received by a Sergeant's Guard of Marines, or of Land Forces serving as such; Captains, and Commanders also, when attending at Courts-Martial, and on occasions requiring them to be in Full Dress, are to be received by a Sergeant's Guard.

6.

To Half-Pay Officers in uniform.

The above marks of respect are equally to be paid to Officers on Half-Pay, according to their respective ranks, when they go on board any of Her Majesty's Ships, provided they appear in their proper uniforms.

7.

To a Flag Officer or Commodore in passing a Ship.

When a Flag Officer or a Commodore with his Flag or Broad Pendant hoisted in his Boat or Tender, may be passing by a Ship, the Guard shall turn out, and the Drums shall beat as directed in the preceding Articles; and similar honours shall be paid to the Captain of a Fleet, in passing a Ship, provided there be no Captain senior to him present.*

8.

To Officers of the Royal Marines and Land Forces.

Officers of the Royal Marines, and of Her Majesty's Land Forces, being in their proper uniforms, shall be received on board any of Her Majesty's Ships with the same honours and respect as are above directed to be paid to Officers of corresponding rank in the Navy.

* On such occasion the Captain of the Fleet may wear in his boat a Broad Pendant, according to his rank; but not if there be a senior Captain to him present.

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9.

Her Majesty hath also directed, that in all Her Forts and Garrisons, the Officers of Her Majesty's Navy, being in their proper uniforms, shall have the same honours and respect from the Troops as the Officers of corresponding rank in the Army; but Officers of the Civil Branch are not to be saluted with cannon, nor received by Garrison, Regimental, or Ship Guards;—in all other respects, however, they are entitled to the same Military Honours as Officers of corresponding rank in the Military Branch.

Troops to pay respect to Naval Officers.

Officers of Civil Branch

10.

When a Flag Officer or a Commodore shall have his Flag or Broad Pendant flying in any Port or Roadstead in Her Majesty's dominions, or in one of Her Majesty's Colonies or Foreign Possessions, he may fire from his Ship a Morning and an Evening Gun, as hereinafter explained. If more than one Flag Officer or Commodore be present, the senior only may fire a gun, and the others in succession shall each fire a volley of musketry; and from all other Ships, when in any Ports or Roadsteads as above, whether in the presence or not of a Flag Officer or Commodore, the sentinels shall fire their muskets. Immediately after the Morning Gun is fired, the Réveillé shall be beaten, and for a quarter of an hour previous to the firing of the Evening Gun, the Tattoo also, in every Ship present; and the same may be done in Foreign Ports if the regulations of the place shall admit thereof.

Morning and Evening Gun

Musketry.

Réveillé Tattoo.

On Home Service, the Morning Gun shall be fired at daybreak; and the Evening Gun, at nine o'clock, from the 25th of March to the 20th of September inclusive, and at eight o'clock from the 21st September to the 24th of March inclusive; but on Foreign Service, as the Commander-in-chief on the Station shall direct.

Stated periods for firing the Morning and Evening Gun.

§ XIV.—"The Victoria Cross."

The following is a copy of the rules and ordinances of the Naval and Military Decoration, designated "The Victoria Cross:"—

Victoria Cross.

"Victoria R.

"Whereas, We, taking into Our Royal consideration that there exists no means of "adequately rewarding the individual gallant services either of Officers of the lower grades in "Our Naval and Military Service, or of Warrant and Petty Officers, Seamen, and Marines, "in our Navy, and Non-commissioned Officers and Soldiers in Our Army; and whereas the "Third Class of Our Most Honourable Order of the Bath is limited, except in very rare cases, "to the higher ranks of both Services, and the granting of medals, both in Our Navy and "Army, is only awarded for long service or meritorious conduct, rather than for bravery in "action or distinction before an enemy, such cases alone excepted where a general medal is "granted for a particular action or campaign, or a clasp added to the medal for some especial "engagement, in both of which cases all share equally in the boon, and those who by "their valour have particularly signalised themselves remain undistinguished from their "comrades. Now, for the purpose of attaining an end so desirable as that of rewarding "individual instances of merit and valour, We have instituted and created, and by these "presents, for Us, Our Heirs, and Successors, institute and create a New Naval and Military "Decoration, which We are desirous should be highly prized and eagerly sought after by "the Officers and Men of Our Naval and Military Services, and are graciously pleased to make, "ordain, and establish the following rules and ordinances for the government of the same, "which shall from henceforth be inviolably observed and kept:—

"Firstly. It is ordained, that the distinction should be styled and designated 'The "Victoria Cross,' and shall consist of a Maltese Cross of Bronze, with Our Royal Crest in the "centre, and underneath which an escroll, bearing this inscription, 'For Valour.'

Victoria Cross.

"Secondly. It is ordained, that the Cross shall be suspended from the left breast, by a "blue riband for the Navy, and by a red riband for the Army.

"Thirdly. It is ordained, that the names of those upon whom We may be pleased to "confer the Decoration shall be published in the 'London Gazette,' and a registry thereof kept "in the office of Our Secretary of State for War.

"Fourthly. It is ordained, that any one who, after having received the Cross, shall "again perform an act of bravery, which, if he had not received such Cross, would have "entitled him to it, such further act shall be recorded by a Bar attached to the riband by "which the Cross is suspended, and for every additional act of bravery an additional Bar may "be added.

"Fifthly. It is ordained, that the Cross shall only be awarded to those Officers or men "who have served Us in the presence of the enemy, and shall have then performed some "signal act of valour, or devotion to their country.

"Sixthly. It is ordained, with a view to place all persons on a perfectly equal footing in "relation to eligibility for the Decoration, that neither rank, nor long service, nor wounds, nor "any other circumstance or condition whatsoever, save the merit of conspicuous bravery, shall "be held to establish a sufficient claim to the honour.

"Seventhly. It is ordained, that the Decoration may be conferred on the spot where the "act to be rewarded by the grant of such Decoration has been performed, under the following "circumstances:—

"I. When the Fleet or Army, in which such act has been performed, is under the eye "and command of an Admiral or General Officer commanding the Forces.

"II. Where the Naval or Military Force is under the eye and command of an Admiral "or Commodore commanding a squadron or detached naval force, or of a General commanding "a corps, or division, or brigade on a distinct and detached service, when such Admiral, "Commodore, or General Officer shall have the power of conferring the Decoration on the "spot, subject to confirmation by Us.

"Eighthly. It is ordained, where such act shall not have been performed in sight of a "Commanding Officer as aforesaid, then the claimant for the honour shall prove the act to "the satisfaction of the Captain or Officer commanding his ship, or to the Officer commanding "the regiment to which the claimant belongs, and such Captain or such Commanding Officer "shall report the same through the usual channel to the Admiral or Commodore commanding "the force employed on the service, or to the Officer commanding the forces in the field, who "shall call for such description and attestation of the act as he may think requisite, and on "approval shall recommend the grant of the Decoration.

"Ninthly. It is ordained that every person selected for the Cross, under rule seven, shall "be publicly decorated before the Naval or Military force or body to which he belongs, and "with which the act of bravery for which he is to be rewarded shall have been performed, and "his name shall be recorded in a General Order, together with the cause of his especial "distinction.

"Tenthly. It is ordained that every person selected under rule eight shall receive his "Decoration as soon as possible, and his name shall likewise appear in a General Order, as "above required, such General Order to be issued by the Naval or Military Commander of the "Forces employed on the service.

"Eleventhly. It is ordained that the General Orders above referred to shall from time to "time be transmitted to our Secretary of State for War, to be laid before Us, and shall be by "him registered.

"Twelfthly. It is ordained that as cases may arise not falling within the rules above "specified, or in which a claim, though well founded, may not have been established on the "spot, We will, on the joint submission of Our Secretary of State for War and of Our "Commander-in-chief of Our Army, or on that of Our Lord High Admiral or Lords "Commissioners of the Admiralty in the case of the Navy, confer the Decoration, but never "without conclusive proof of the performance of the act of bravery for which the claim is "made.

"Thirteenthly. It is ordained that, in the event of a gallant and daring act having been "performed by a squadron, ship's company, a detached body of Seamen and Marines, not "under fifty in number, or by a brigade, regiment, troop, or company, in which the Admiral, "General, or other Officer commanding such forces, may deem that all are equally brave and "distinguished, and that no special selection can be made by them; then, in such case, the "Admiral, General, or other Officer commanding, may direct, that for any such body of "Seamen or Marines, or for every troop or company of Soldiers, one Officer shall be selected by

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"the Officers engaged for the Decoration; and in like manner one Petty Officer or Non-commissioned Officer shall be selected by the Petty Officers and Non-commissioned Officers engaged; and two Seamen, or Private Soldiers, or Marines shall be selected by the Seamen, or Private Soldiers, or Marines, engaged respectively, for the Decoration; and the names of those selected shall be transmitted by the Senior Officer in command of the Naval force, brigade, regiment, troop, or company, to the Admiral or General Officer commanding, who shall in due manner confer the Decoration as if the acts were done under his own eye. Victoria Cross.

"Fourteenthly. It is ordained that every Warrant Officer, Petty Officer, Seaman, or Marine, or Non-commissioned Officer or Soldier, who shall have received the Cross shall, from the date of the act by which the Decoration has been gained, be entitled to a Special Pension of Ten Pounds a-year, and each additional Bar conferred under the rule four on such Warrant or Petty Officers, or Non-commissioned Officers or Men, shall carry with it an Additional Pension of Five Pounds per annum.

"Fifteenthly. In order to make such additional provision as shall effectually preserve pure this most honourable distinction, it is ordained, that if any person on whom such distinction shall be conferred, be convicted of treason, cowardice, felony, or of any infamous crime, or if he be accused of any such offence and doth not after a reasonable time surrender himself to be tried for the same, his name shall forthwith be erased from the registry of individuals upon whom the said Decoration shall have been conferred by an especial Warrant under Our Royal Sign Manual, and the Pension conferred under rule fourteen shall cease and determine from the date of such Warrant. It is hereby further declared that We, Our Heirs and Successors, shall be the sole judges of the circumstances demanding such expulsion; moreover, We shall at all times have power to restore such persons as may at any time have been expelled, both to the enjoyment of the Decoration and Pension.

"Given at Our Court at Buckingham Palace, this twenty-ninth of January, in the nineteenth year of Our reign, and in the year of our Lord one thousand eight hundred and fifty-six.

"By Her Majesty's Command,
"PANMURE."

§ XV.—Regulations respecting Foreign Orders and Medals.—Foreign Orders.

1.

No Subject of Her Majesty shall accept a Foreign Order from the Sovereign of any foreign country, or wear the Insignia thereof, without having previously obtained Her Majesty's permission to that effect, signified by a Warrant under Her Royal Sign Manual. Permission to accept a Foreign Order.

2.

Such permission shall not be granted to any Subject of Her Majesty, unless the Foreign Order shall have been conferred in consequence of active and distinguished Service before the Enemy, either at Sea or in the Field; or unless he shall have been actually and entirely employed, beyond Her Majesty's dominions, in the Service of the Foreign Sovereign by whom the Order is conferred. Circumstances under which it may be granted.

3.

The intention of a Foreign Sovereign to confer upon a British Subject the Insignia of an Order, must be notified to Her Majesty's Principal Secretary of State for Foreign Affairs, either through the British Minister accredited at the Court of such Foreign Sovereign, or through His Minister accredited at the Court of Her Majesty. How intention of Foreign Sovereign must be notified.

4.

If the service for which it is proposed to confer the Order has been performed during war, the notification required by the preceding Clause If for War Service.

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§ VIII.—Salutes in General.

1.

Intimation when Salutes are fired.

None of the Salutes authorized by these instructions shall be fired from Ships of War without due communication, by signal or otherwise, being made to the Naval Commanding Officer present, except in cases of Salutes in compliment to such Commanding Officer himself.

2.

The same person not to be saluted in two capacities.

Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be entitled to be saluted in more than one capacity, shall be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

3.

Vessels of less than 10 guns not to Salute, except where the omission would give offence.

None of Her Majesty's Ships, with less than 10 guns, are to fire a Salute that may require the reloading of the guns, unless under circumstances when such omission cannot be explained to prevent giving offence to a Foreign Power, or a Foreign Officer.

4.

Special Salutes not herein provided for.

No other Salutes than those authorized by the foregoing Regulations are to be allowed, except that upon any important occurrence, such as a great victory gained by Her Majesty's Arms, or other highly advantageous national event, the Governor, or Officer commanding any of Her Majesty's Possessions abroad, may, in conjunction with the senior officer of Her Majesty's Naval Service on the spot, direct such Salutes to be fired as the occasion may seem to them to require; but, unless the Officers in command of both Services concur in the propriety of such Salutes being fired, they are not to take place by one Service only.

Salutes at Religious Ceremonies, &c.

The Governors of Colonies are, however, authorized to continue sanction such Salutes as may have been customary, and which they m deem right and proper at religious ceremonies, and further, to cause usual Salutes to be fired at the opening and closing of the Hous Parliament or Assembly, but these Salutes are in neither of the cases to exceed 19 guns.

Ammunition expended for Saluting, &c.

The ammunition for all Salute the foregoing tions shall be supplied by Her Ma rtment at t charge; but, in the event of guns nforce Q or Port Regulations, where there ma autho

When expense of may be recovered.

recovery of the cost of the ammuni p amount is always to be recovered and pa the War Department at the place.

6.

No Salutes before sunrise, or after sunset.

Salutes on Sundays.

No Salutes shall be fired from Her Majesty's after sunset, unless under the special directions present; and when it may be necessary to salute on be taken not to do so, unless on extraordinary occas hours that are usually appropriated to the performanc in the Churches on shore.

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§ IX.—Distinguishing Flags.

1.

The Lord High Admiral's Flag is to be worn on board of any of Her Majesty's Ships in which the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral, shall embark. Flags. Lord High Admiral

2.

The Flag of the Lord-Lieutenant of Ireland is to be worn on board any of Her Majesty's Ships in which his Excellency shall embark within the Irish waters, or in St. George's Channel. Lord Lieutenant of Ireland.

3.

The Union Flag is to be worn by an Admiral of the Fleet at the main-top-gallant-mast-head, as his proper Flag. Admiral of the Fleet.

4.

A plain Red Flag is to be worn by Admirals, Vice-Admirals, and Rear-Admirals of the Red, at the main, fore, or mizen-top-gallant-mast-heads, respectively, as their proper Flag. Red Flags.

5.

A White Flag, with a Red St. George's Cros i n by Admirals, Vice-Admirals, and Rear-Admirals of ain, fore, or mizen-top-gallant-mast-hea respective lag. White Flags.

A plain Blue Flag is to be Admira and Rear-Admirals of the Blue, n, fore, nt-mast-heads, respectively, as t Flag. Blue Flags.

When Flag Officers s carry their F of their boats, or in Ten Vessels h st, they shall wear the foll distinguish The Admiral of the Admirals o d Blue, shall wear their Vice-Admira e their proper Flag, bu te Ball in it; f the White their pro Blue Ball in Rear-Admirals lue their prop White Balls; and e White their two Blue Balls in rge enough to guished, and to Flag, and nc When Vice air Flags pa boats, the sam to be inserted Flags in Boats

When tw head, shall s of the Fleet i wear, tempor sake of distin their proper r r more fficers ne ing

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must be made not later than two years after the exchange of the Ratifications of a Treaty of Peace.

If during Peace.

If the service has been performed in time of Peace, the Notification must be made within two years after the date of such service.

5.

Secretaries of State, how to proceed.

After such Notification shall have been received, Her Majesty's Principal Secretary of State for Foreign Affairs shall, if the case comes within the conditions prescribed by the present Regulations, and arises from Naval or Military Services before the enemy, refer it to Her Majesty's Principal Secretary of State for the War Department, previously to taking Her Majesty's pleasure thereupon, in order to ascertain whether there be any objection to Her Majesty's permission being granted.

Admiralty, ditto.

A similar reference shall also be made to the Commander-in-chief, if the application relates to an Officer in the Army, or to the Lords of the Admiralty, if it relates to an Officer in the Navy.

6.

The Queen's pleasure to be taken on the subject.

When Her Majesty's Principal Secretary of State for Foreign Affairs shall have taken the Queen's pleasure on such application, and shall have obtained Her Majesty's permission for the person in whose favour it has been made to accept the Foreign Order, and wear the Insignia thereof, he shall signify the same to Her Majesty's Principal Secretary of State for the Home Department, in order that he may cause the Warrant, required by Clause I, to be prepared for the Royal Sign Manual.

London Gazette.

When such Warrant shall have been signed by the Queen, a Notification thereof shall be inserted in the Gazette, stating the service for which the Foreign Order has been conferred.

7.

Warrant may be registered.

The Warrant signifying Her Majesty's permission may, at the request and at the expense of the person who has obtained it, be registered in the College of Arms.

8.

Clause in Warrant.

Every such Warrant as aforesaid shall contain a Clause providing that Her Majesty's Licence and Permission does not authorize the assumption of any style, appellation, rank, precedence, or privilege appertaining to a Knight Bachelor of Her Majesty's Realms.

9.

Decoration of a higher Class of the same Order may be accepted.

When a British Subject has received the Royal permission to accept a Foreign Order, he will at any future time be allowed to accept the Decoration of a higher Class of the same Order, to which he may have become eligible by increase of rank in the Foreign Service, or in the Service of his own country; or any other distinctive mark of honour strictly consequent upon the acceptance of the original Order, and common to every person upon whom such Order is conferred.

10.

Guelphic Order.

The preceding Clause shall not be taken to apply to Decorations of the Guelphic Order which were bestowed on British Subjects by Her

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Majesty's predecessors, King George IV, and King William IV, on whose heads the Crowns of Great Britain and of Hanover were united.

Decorations so bestowed cannot properly be considered as rewards granted by a Foreign Sovereign for services rendered according to the purport of Clause 2 of these Regulations. They must be rather considered as personal favours bestowed on British Subjects by British Sovereigns, and as having no reference to services rendered to the Foreign Crown of Hanover.

Foreign Medals.

11.

Application for permission to accept and wear Medals which, not being the decoration of any Foreign Order, are conferred by a Foreign Sovereign on British Subjects in the Army or in the Navy, for Military or for Naval Services, should be addressed, as the case may be, to the Commander-in-chief, or the Lords Commissioners of the Admiralty, who, if they see fit, may submit the same to Her Majesty's Principal Secretary of State for Foreign Affairs, for Her Majesty's sanction; upon obtaining which, they may grant such permission without any other formality. Foreign Medals.

12.

Permission to wear a Foreign Medal cannot be granted to a British Subject, unless such Medal is bestowed for Military or Naval Services performed by the command or with the sanction of Her Majesty. But no permission is necessary for accepting a Foreign Medal, if such Medal is not to be worn. Circumstances under which they may be granted.

§ XVI.—Uniform.

1.

The Officers, Men, and Boys of Her Majesty's Fleet and Royal Marines shall wear such Uniform Clothing as the Admiralty shall, in pursuance of Her Majesty's pleasure, from time to time, direct.* Uniform.

2.

Every Officer in the Fleet, from the time of his joining a Squadron or Ship to which he shall be appointed, to that of his being removed from it, shall wear the Uniform established for Officers of his Rank or Station, except when he shall have leave from the Admiralty, or the Commander-in-chief, to be absent from his duty, or when he shall have express permission from his Commanding Officer to appear without it, which is never to be granted, unless he may have leave to quit the Port or Road where the Ship to which he belongs shall be anchored; and Commanders-in-chief and Commanding Officers on the spot are charged to have this regulation obeyed. Officers always to wear Uniform.

3.

Full Dress is always to be worn on State occasions, by all Naval and Marine Officers. Full Dress.

* A description of the uniform to be worn by the Officers and Men of the Fleet will be published from time to time in the Navy List.

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4.

Trousers and Boots.

On all occasions of Full Dress, Officers on the Home Stations shall wear white trousers, over boots, between the 23rd of April and 14th October; and blue trousers between the 15th October and the 22nd April. In Undress Uniform, white trousers are to be worn between the 23rd April and 14th October, unless the senior Officer present shall order otherwise.

5.

White or Blue Trousers.

Officers employed abroad are to wear white or blue trousers, as may be directed by the senior Officer present, according to the nature of the climate in which they may be serving.

6.

Undress Uniform.

On arrival at Foreign Ports, or when meeting with Foreign Officers or Foreign Functionaries, and visits of ceremony are to be exchanged, Naval Officers shall wear the Undress Coat with Epaulettes: the same shall also be worn at Courts-Martial, and on other occasions of ceremony for which the Full Dress Uniform is not prescribed. On all ordinary occasions of duty, such as waiting on senior or superior Officers, Surveys, Examinations of Candidates, &c., Naval Officers shall wear the Frock-coat, Cap, and Sword of their respective ranks.

7.

Cocked Hat and Sword.

All Naval Officers, when on shore, or on duty, in Full Dress, or in an Undress Coat with Epaulettes, are to wear the cocked hat and sword of their respective ranks.

8.

Mourning.

Officers, when in mourning, are to wear a piece of black crape round the left arm, above the elbow.

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CHAPTER IV.

RANK AND COMMAND.

I. *Officers in General.*
II. *Flag Officers, Captains of the Fleet, and Commodores.*
III. *Captains and Commanders.*
IV. *Masters of the Fleet.*
V. *Lieutenants and other Officers of the Military Branch.*
VI. *Officers of the Civil Branch.*
VII. *Ship's Company.*

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§ I.—OFFICERS IN GENERAL.

1.

THE Officers of Her Majesty's Navy shall be divided into two Branches, namely:—A Military Branch and a Civil Branch.

2.

The Military Branch shall consist of the undermentioned Officers, and they shall, with the exceptions hereinafter mentioned, rank and take precedence in the following order:— Military Branch.

1. Flag Officers.	10. Gunners, 1st Class. 2nd „ 3rd „	14. Masters' Assistants above 17 years of age and 2 years at sea in the Royal Navy or Merchant Service.
2. Commodores.*		
3. Captains.		
4. Commanders.	11. Boatswains 1st Class. 2nd „ 3rd „	
5. Masters of the Fleet.		
6. Lieutenants.	12. Carpenters 1st Class. 2nd „ 3rd „	15. Naval Cadets.
7. Masters.		16. Masters' Assistants under 17 years of age and 2 years at sea.
8. Sub-Lieutenants.		
9. Second Masters.	13. Midshipmen.	

The foregoing Officers shall Command in the order in which they stand in the above list. Masters (7) shall rank with Lieutenants, according to the dates of their respective commissions; but when the commissions are of the same date, Lieutenants shall take precedence of Masters. Notwithstanding the rank hereby given to Masters, it is Her Majesty's pleasure that they shall, in all matters of Command, and in all Command. Masters.

* See Section 2 of this Chapter, Articles 6, 7, and 8.

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the details relating to the duties of the Fleet and to the discipline and interior economy of Her Majesty's Ships, be held to be subject to the authority of Lieutenants, of whatever seniority they may be.

Rank and Command of Officers of the same denomination.

All Officers of the same denomination in the Military Branch shall rank and command according to the order in which their names stand in the Official List of Officers of the Royal Navy; or, when not inserted in the List, according to the dates of their first Commissions, Warrants, or orders, in their existing rank; and, if acting only, according to the seniority of their respective acting appointments: but Commanders and Lieutenants serving in a Ship bearing the Flag of a senior Flag Officer present, or the Broad Pendant of a Commodore of the First Class, being the senior Officer present, or in the Ship of the senior Officer of five or more Ships present, shall, when in the presence of, or acting under the immediate order from, such senior Flag Officer or Commodore, or senior Officer of five or more Ships present, and detached on service in company with other Commanders, and Lieutenants, of the Fleet or Squadron present, take rank and command, respectively, of all other Commanders and Lieutenants. Under all other circumstances, Commanders and Lieutenants of Flag Ships, as well as those of other Ships, will take rank only according to their proper seniority.

Commanders and Lieutenants of Flag Ships, &c.

3.

Relative Rank of the Civil with the Military Branch.

The Civil Branch shall consist of the undermentioned Officers, and they shall rank in the following order, and with Officers of the Military Branch as herein expressed:—

Denomination of the Civil Officer.		To rank with
1. Chaplain	— —	— —
2. Inspector-General of Hospitals and Fleets	After 3 years' service on full-pay as such	Rear-Admiral, according to the date of the completion of the service stated.
3. Do. do.	Under 3 years' do.	Commodore, according to date of Commission.
4. Secretary to Admiral of the Fleet	— —	Captain over 3 years, according to date of Commission.
5. Paymaster-in chief . . .	— —	Do.
6. Deputy Inspector-General of Hospitals and Fleets	After 5 years' service on full-pay as such	Captain over 3 years. In these cases the Captain to reckon his seniority from the date of completing 3 years in that rank, and the Deputy Inspector-General of Hospitals, and Inspector of Machinery, from the date of their completing 5 years' and 8 years' service in those ranks respectively.
7. Inspector of Machinery Afloat	After 8 years' service on full-pay as such	
8. Secretary to a Commander-in-chief	— —	Commander, according to time served as Secretary to a Commander-in-chief.
9. Deputy Inspector-General of Hospitals and Fleets	Under 5 years' service on full-pay as such	Commander, according to date of Commission.
10. Inspector of Machinery Afloat	Under 8 years' service on full-pay as such	
11. Staff-Surgeon	— —	Commander, but junior of that rank.
12. Paymaster	Of and above 15 years' seniority.	
13. Chief-Engineer	Do.	

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Denomination of the Civil Officer.		To rank with
14. Secretary to a Junior Flag Officer, Commodore of the 1st Class, or Captain of the Fleet	— —	Lieutenant above 8 years' seniority, according to date of Commission. In these cases the Lieutenant to reckon his seniority from the date of completing 8 years in that rank, and the Paymaster and Chief Engineer from the date of their completing 8 years in those ranks respectively.
15. Surgeon	— —	
16. Paymaster	Of 8 years' and under 15 years' seniority	
17. Chief Engineer	Do.	
18. Secretary to a Commodore, 2nd Class	— —	Lieutenant under 8 years' seniority, according to date of Commission.
19. Paymaster	Under 8 years' seniority	
20. Chief Engineer	Do.	
21. Assistant-Surgeon	After 6 years' service on full-pay as such	
22. Naval Instructor	— —	
23. Assistant-Surgeon	Under 6 years' service on full-pay as such	Sub-Lieutenant, according to date of Commission or Order.
24. Assistant-Paymaster . . .	— —	
25. Engineer	— —	
26. Assistant-Engineer . . .	— —	Midshipman, according to date of first Order,
27. Clerk	— —	

4.

An Officer who shall have received from the Admiralty, or from a Commander-in-chief, or senior Officer on the Station, official intelligence of his promotion, shall rank and command before any other Officer having only an acting order of the same denomination, whatever may be the date of such acting order. This regulation is not to apply to the case of Sub-Lieutenants and Second Masters, who have not passed their final examinations in England, and who are to rank and command according to the date of the acting appointments given them after passing in seamanship; but it is to govern only in those cases where the Officer promoted shall be borne, by competent authority, in one of Her Majesty's Ships in commission for Full-Pay in the rank to which he is advanced. Officers who shall receive official notification of their promotion, and continue, until superseded or discharged, to perform the duties of the inferior stations they held previous to hearing of their promotion, are not to assume any superior command to what they were entitled to before receiving such official notification.

Confirmed Officers to rank before Officers acting in the same capacity.

Exceptions.

When rule is to apply.

Officers also when promoted continue to act in inferior stations.

5.

In the event of an Officer in command of one of Her Majesty's Ships, as Commodore of the Second Class, or Captain, receiving official notification from the Admiralty, of his having been promoted to the rank of Flag Officer, he is, if abroad, and not specially directed by the Admiralty to hoist his Flag, to be forthwith discharged to the supernumerary list for passage to England, and another Officer is to be appointed to the temporary command of the Ship, unless the senior Officer on the spot (or himself, if the senior Officer present) shall, from peculiar circumstances, consider it essentially necessary, for the

Officers promoted to Flag rank.

In what cases they may retain command.

benefit of the Queen's Service, that such promoted Officer (or he) should continue for a time to retain his command of the Ship as Commodore or Captain, as the case may be, when he shall be permitted to retain the command as long as so requisite, and no longer. The promoted Officer, however, is not, under such circumstances, to hoist his Flag, nor to assume any rank or Command beyond what he previously held as Commodore or Captain, but he is to be subordinate in every respect to all Flag Officers with their Flags flying. If the Officer promoted be a Commodore of the First Class, appointed as such by the Admiralty, he may, without any express order to that effect, and in the absence of directions from the Admiralty to the contrary, hoist his Flag and take rank and command according to his seniority as a Flag Officer; but if he be a Commodore of the First Class, appointed as such by the Commander-in-chief or senior Officer of the Station, or shall have assumed that rank under Article 19, at page 32 of these Instructions, he shall not hoist his Flag, nor rank or command as a Flag Officer, but shall continue in the capacity of a Commodore of the First Class only, until directed by the Admiralty, or by a Flag Officer whose Flag is flying, to be discharged to Half-Pay, or to revert temporarily, to the command of his Ship as Captain.

When not to hoist Flag.

When Flag may be hoisted.

Exception.

6.

Promoted Officers to be discharged, and vacancies to be filled up.

An Officer who may receive official intelligence from the Admiralty, of his having been promoted, shall, unless under the circumstances hereafter-mentioned, be immediately superseded, from the Ship in which he is serving with inferior rank, by the senior Officer placing an Officer present to act in the place of such Officer promoted; or, if the Officer promoted should be himself the senior present, then he is to discharge himself, having previously appointed an Officer present to fill the vacancy thereby occasioned, until the pleasure of the Admiralty, or of the Commander-in-chief of the station, be made known thereon. Officers so superseded or discharged, are, if abroad, and not appointed to any Ship in Commission, to be placed on the supernumerary list for victuals only, for passage to England; but if appointed to a Ship in Commission, they are to be borne on the supernumerary list for passage to join such Ship. In the event, however, of the senior Officer on the spot, considering it essentially necessary, for the benefit of the Queen's Service, that an Officer, although promoted, should continue for a time to perform the duties of the inferior station from which he has been advanced, he may require him to do so; if the Officer promoted be himself the senior Officer present,—according to the true intent and meaning of the regulations contained in Article 5,—he may, in like manner, either order his own discharge, or, if he considers it necessary, continue to perform the duties of the inferior station from which he was advanced; but, in either case, the senior Officer is to report, without any delay, to the Secretary of the Admiralty, and to the Commander-in-chief of the Station, the particular circumstances which induced him to remain himself, or retain the promoted Officer, in his inferior capacity.

How to be borne when discharged.

When the promoted Officers may retain command.

7.

Qualifications for command.

No Officer shall be entitled to any military command or authority, except he be on Full-Pay, and be borne, according to his naval rank, in the Military Branch, on the books of one of Her Majesty's Ships

8.

Officers on Full-Pay, lent by competent authority to do duty on board any other of Her Majesty's Ships, though borne as Supernumeraries, shall take the same rank and command and shall be considered in every respect for the time they are so employed, as if they actually belonged to the complement.

Officers lent to do duty.

9.

Any Officer on Full-Pay, taking a passage in one of Her Majesty's Ships, though borne as a Supernumerary, may, if of inferior rank or junior to the Officer next in command to the Officer commanding the Ship in which he is embarked, be ordered to do duty; and while so employed, he shall take the same rank and command, and shall be considered in every respect as if he actually belonged to the complement; but if the Officer commanding the Ship shall die, the acting command thereof is vested in the Officers mentioned in Article 11, at page 49, and in no case shall it be assumed by a Supernumerary Officer, except he shall have received the express authority mentioned in the following Article, or be in the position described in Article 11, on this page

Supernumerary Officers doing duty while on passage.

Not to assume command of the Ship.

10.

Captains and other Officers of the Military Branch, borne on the books of any of Her Majesty's Ships as "Additional, for special or particular service," are never to assume the charge and command of the Ships in which they are so borne, nor any other charge or command, except what may appertain to the special or particular service for which they are borne, unless they receive from the Admiralty express authority to the contrary.

Additional Officers when not to assume command.

11.

Captains and other Officers of the Military Branch, borne on the books of any of Her Majesty's Ships as "Additional," but not for any special or particular service, are to take rank and command in the Ships in which they are so borne, and to be considered, generally, to all intents and purposes, as if they belonged to the complements of such ships.

When they are to assume command.

12.

Officers of the Civil Branch, and all persons not included in the foregoing Articles, 10 and 11, borne on the books of any of Her Majesty's Ships as "Additional," are to perform the duties for which they are appointed, and to be considered as belonging to the Ships in which they are borne, and to take rank and precedence according to their several degrees in the Royal Navy.

Additional Officers of the Civil Branch.

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13.

Ship, or the Officers and crew shall be otherwise disposed of and separated as directed by "The Naval Discipline Act, 1861."

15.

Flag or Broad Pendant may be shifted.

Flag Officers and Commodores of the First Class may, as circumstances shall require, shift their Flags or Broad Pendants to, and may remove on board of, any other Ship, as the circumstances at the moment may induce them to deem proper for the good of the service.

16.

If an Officer commanding a Fleet or Squadron be rendered incapable of directing its operations in Battle, &c.

If an Officer commanding a Fleet or Squadron shall, from any cause be rendered incapable of directing the operations of the Fleet or Squadron in battle, or in the presence of an Enemy, he may send for the Officer next in command to remain in such commanding Officer's Ship, to direct from thence all operations whilst the enemy continue in sight; and such Second in Command is (if he be a Flag Officer or a Commodore) to leave his Flag or Broad Pendant flying on board his own Ship, notwithstanding his absence from her on such duty.

17.

If an Officer commanding be killed in Battle.

If a Flag Officer or a Commodore, commanding a Fleet or Squadron, be killed in battle, his Flag or Broad Pendant is to be continued flying until the battle be ended, or the Enemy be no longer in sight; but the Officer next in command is to be immediately informed of the event by a Private Signal previously concerted, or otherwise as may, at the time, be most advisable; and he is forthwith to assume the chief command, repairing to, and managing the Fleet or Squadron from, the Ship of the former Commander-in-chief, if he shall judge it expedient to remove to her; and in that case (if he be a Flag Officer or Commodore) he is to leave his own Flag or Broad Pendant flying on board the Ship he quits.

18.

If a Flag Officer or Commodore, not commanding a Fleet or Squadron, be killed in Battle.

If any other Flag Officer or Commodore, not commanding a Fleet or Squadron, be killed in battle, his Flag or Broad Pendant is also to be continued flying until the battle be ended; but the Commander-in-chief is to be immediately informed of the event, by Signal or otherwise, as may be most advisable.

19.

If an Officer having a Commission as Commander-in-chief shall die, or be obliged to quit his command, &c.

Officers succeeding to Command of Stations by death or removal of Commanders in-chief.

If a Flag Officer or a Commodore of the First Class, having a Commission as Commander-in-chief on Foreign Service, shall die, or if the state of his health shall make it absolutely necessary for him to quit his Command, without waiting for permission from the Admiralty, the Officer next in command (if he be a Flag Officer or a Commodore of the First Class, with an Admiralty Commission as such) shall be considered as Commander-in-chief in all respects until the pleasure of the Admiralty shall be known: but if the Officer on whom the command shall devolve be a Commodore of the Second Class, or a Captain, he shall hoist the Broad Pendant and assume the rank of a Commodore of the First Class, giving an order to some other Officer to act as Captain of the same Ship until the pleasure of the Admiralty shall be known; and during the time he shall remain in such command he shall be considered as a Commander-in-chief in all respects, except that he is not to assume the title of Commander-in-chief, but only that of Commodore commanding on the Station,

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and is not to be entitled to fill Death Vacancies by Commission or Warrant, but only to place eligible Persons to act in such as may occur until the pleasure of the Admiralty or a succeeding Flag Officer to the Station shall be known; and every Officer who may have hoisted a Broad Pendant of the First Class, and assumed a Command under this authority shall, on hearing officially of the arrival of a senior Officer to him on the Station, immediately strike such Broad Pendant, and revert to the Station he filled previous to his hoisting it, without waiting to be superseded by the personal presence of such senior Officer, or receiving an order direct from him so to do, unless some order for the continuance of his Broad Pendant, notwithstanding the arrival of such senior Officer, shall have been received by him from competent authority.

Senior Officer arriving on the Station.

Such senior Officer arriving on the Station, if only a Captain or Commodore of the Second Class, shall be authorized to hoist a Broad Pendant of the First Class, according to the restrictions and directions above stated, and the same course is to be observed should other senior Captains arrive, until the pleasure of the Admiralty relative to the Command of the Station shall be made known.

20.

The foregoing Article, authorizing the assumption of temporary Command as Commodore, is not to be understood to apply to an Officer becoming the senior Officer on a Station, or of a Squadron abroad, in consequence of a Commander-in-chief going beyond the limits of his Station, or quitting his Squadron upon any temporary duty, or under any other circumstances than those specified in the preceding Article, unless the Commander-in-chief, so quitting his Station or Squadron abroad, should deem it necessary for the more effectual conducting of Her Majesty's Service during his absence, to order the Officer he leaves intrusted with the command to act as temporary Commodore commanding on the Station in the manner prescribed in the preceding Article; under which order, an Officer left with the command, in cases coming under this Article, is to be entitled to assume similar distinction and advantages as if succeeding to it in consequence of the death or resignation of a Commander-in-chief, always observing the same exception.

Explanatory of the preceding Article.

21.

In the event of the death, or of the absence on leave, of a Commander-in-chief on Home or Channel Service, the Officer on whom the command may devolve, if a Flag Officer or a Commodore of the First Class, shall be considered in all respects as Commander-in-chief; but if he be a Captain, he shall hoist a Broad Pendant as a Commodore of the Second Class only.

Death or absence on leave, of a Commander-in-chief on Home or Channel Service.

22.

When it shall be absolutely requisite for the senior Officer of two or more Ships, not being a Flag Officer, to be absent from his own Ship, and to go on board another Ship under his orders, for the better conducting any important service on which he may be engaged, he is to direct the Officer commanding such Ship to bear him in his proper rank, as "lent for particular service," and while so borne, the said senior Officer shall have the same command and authority in every respect as he would have had if present in his own Ship. And, in the

When Senior Officer may be borne in another Ship

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event of the Ship commanded by the senior Officer of two or more Ships, not being a Flag Officer, being wrecked or lost, such senior Officer may direct himself to be borne as "Additional" in his proper rank, in one of the Ships under his orders; and while so borne, or until an Officer senior to him shall arrive on the spot, he shall have the same command and authority as he had before his own Ship was lost. In either case, the senior Officer is to relinquish all command and authority on board the Ship in which he is temporarily borne by his own order as soon as the exigencies of the Service will admit thereof, and he is forthwith to report to the Secretary of the Admiralty, and to the Commander-in-chief of the Station on which he is employed, the circumstances which rendered it necessary for him to avail himself of the provisions of this article.

Report to be made.

23.

Tenders and Boats.

A Captain, Commander, or other Officer, absent on any service in a Tender or Boat attached to the Ship in which he is borne for Full-Pay, shall have the same command and authority as he would have were he actually on board the Ship in which he is so borne.

24.

Officers refusing to serve.

If any Officer shall retire from his employment without the sanction of the Admiralty, except on good and sufficient reasons to be judged of by the Admiralty, or shall refuse or avoid service if found capable of serving, he shall not be allowed to receive Half-Pay, and his name shall be removed from the List of Officers of the Royal Navy.

25.

Indian Naval Forces.

The Officers of Her Majesty's Indian Naval Forces, referred to in the Act of Parliament, 21 and 22 Victoria, chapter 106, section 56, shall, while within the limits of Her Majesty's Government in India, take rank agreeably with their several degrees with the Officers of the Royal Navy; but Officers of the Royal Navy shall have precedence of Officers of the same rank of Her Majesty's Indian Naval Forces; and the Officers of the one Service shall not have any command whatsoever over the Ships, Officers, and Men of the other Service, unless under special orders to that effect from Her Majesty's Government in England, or the Viceroy and Governor-General of India, or the Governor of the Presidency in which such Ships, Officers, and Men, may be employed.

26.

Officer of the Watch.

Every Officer or other person, under the rank of Captain, not being either the Commander or senior Lieutenant of the Ship, or not actually in charge of the ship for the time being, shall be subordinate to the Officer of the Watch, of whatsoever rank he may be.

§ II.—Flag Officers, Captains of the Fleet, and Commodores.

1.

Flag Officers shall be classed, and shall rank and command, in the order and manner following:—

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Admirals of the Fleet,
Admirals of the Red, White, and Blue Squadrons. **Flag Officers.**
Vice-Admirals of the Red, White, and Blue Squadrons.
Rear-Admirals of the Red, White, and Blue Squadrons.

2.

When the Admiralty shall deem it expedient to appoint a Captain of the Fleet, he shall be a Captain of such seniority as the Admiralty may think fit; and shall be constituted a Commodore of the First Class, and have an appointment as additional Captain of the Ship in which the Flag Officer or Commodore with whom he is serving shall be borne. **Captain of the Fleet.**

3.

The Captain of the Fleet shall take precedence, and shall command, according to his proper rank as a Commodore; but if he shall meet with a senior Captain, who may not be a First-Class Commodore, he shall, while present with such senior Captain, rank only as additional Captain of the Ship in which he may be borne for the time being. **Rank, &c., of Captain of the Fleet.**

4.

If the Commander-in-chief shall die, or shall give up his Command, the Captain of the Fleet is to preserve his situation under the Officer who succeeds to the Chief Command, if there be an Officer senior to him in the Fleet; but if the Captain of the Fleet be himself next in rank to the Commander-in-chief, and, consequently, hoists his Broad Pendant, and assumes the Command, he may appoint such Officer as he shall think proper to act as Captain of the Fleet, until the pleasure of the Admiralty, or his superior Officer, shall be known; observing, that the Officer appointed must be one of the senior Captains in the Fleet, who shall be willing to accept the appointment. **Captain of the Fleet, when to preserve his situation under succeeding Flag Officer, and when to assume command.**

In the event of the command having devolved on a Commodore of the First Class, the Captain of the Fleet appointed by him under the provisions of this Article, must be nominated Additional Captain of the Ship in which such Commodore of the First Class shall be borne. **Captain of the Fleet, when serving under a 1st Class Commodore.**

5.

A Captain, when authorized to wear a Broad Pendant, shall have the temporary title and rank of Commodore, of which there shall be two Classes:—

I. A Commodore, when he shall have a Captain of the same Ship under him, shall be denominated a Commodore of the First Class. **Commodores. Class. 1st**

II. A Commodore, without a Captain of the same Ship under him, shall be denominated a Commodore of the Second Class. **2nd Class.**

A Commodore of the First Class shall be constituted by a Commission as such, and shall have an appointment as First Captain of the Ship on board of which his Broad Pendant shall be hoisted. **Commodore 1st Class to be 1st Captain also**

6.

A Commodore of the First Class shall be considered as a Flag Officer, and shall rank and command as such next below a Rear-Admiral, and, like other Flag Officers, may change his Broad Pendant from one Ship to another as occasion may require; but when merely transferred to another Ship than his regular Flag-Ship for any temporary object, it shall not be necessary for him to have an appointment **Commodore of 1st Class ranks next below a Rear-Admiral.**

for such Ship as First Captain, unless circumstances should occasion his continuing on board such latter Ship longer than originally intended, in which case it is to be made out to meet the occurrence adverted to in the following Article; and he shall wear his Broad Pendant in presence of all Flag Officers and Commodores, provided there be no senior Captain present. Commodores shall take rank and command of each other, according to their seniority as Captains.

Rank of Commodores with each other.

7.

When a Commodore of 1st Class is to strike his Pendant and Rank as Captain.

If a Commodore of the First Class shall meet with a Captain senior to him, who may not be a First Class Commodore, he shall immediately strike his Broad Pendant, and shall rank and command, while it is so struck, only as First Captain of the Ship in which he is borne, and according to his seniority as Captain; but on his separating from such senior Captain, he shall re-hoist his Broad Pendant, and resume his rank and Command as a Commodore.

8.

Rank of Commodores of the 2nd Class.

A Commodore of the Second Class is a Captain of one of Her Majesty's Ships authorized to hoist a distinguishing Broad Blue Pendant on board such ship; but it is only in such Ship, her Tenders, and Boats, that his Second-Class Broad Pendant is to fly, except under the circumstances mentioned in Article 22, at page 33.

A Second Class Commodore shall wear his Broad Pendant in the presence of all Flag Officers and Commodores (there being no senior Captain present); but he is to be considered only as a Captain, except as to honours and emoluments hereafter explained.

9.

When a Commodore of 2nd Class is to strike his Pendant.

If a Commodore of the Second Class shall meet with a senior Captain, not a Commodore, he shall immediately strike his Broad Pendant, and shall wear only a common Pendant during the time he shall be in the presence of such senior Captain; but on his separating from him, he shall re-hoist his Broad Pendant.

§ III.—Captains and Commanders.

1.

Captain.

A Captain shall be a duly qualified Officer, appointed to a Ship as such, by the Admiralty, or by a Commander-in-chief in any vacancy to which he shall be authorized to appoint by Commission.

2.

Lieutenant appointed to act as Captain.

If a Lieutenant shall, from necessity, be appointed by a Commander-in-chief to act as Captain of a Ship, in a vacancy to which such Commander-in-chief would have been authorized to promote a Commander to be a Captain, such Lieutenant shall be promoted by him to be a Commander, if qualified, and shall be appointed to act as Captain of such Ship; and being so appointed, he shall be considered, whilst he continues to act in the command of such Ship, under the said appointment, as a Captain (subject, however, to the orders of all Captains, though the date of his acting order be prior to the dates of their Com-

missions) for all purposes, except sitting as such at Courts-Martial, with reference to which he is to be considered as a Commander only, and according to his seniority as a Commander.

3.

An Officer, not being a confirmed Captain, who shall be appointed by a Commander-in-chief, or by other proper authority to act as Captain of a Ship, under other circumstances than those set forth in the preceding Article, shall not be entitled, by such appointment, to any permanent advance of rank; but, until removed from such acting command by the Admiralty, or by any Officer authorized by these Regulations to supersede such acting appointment, he shall be considered in all respects as Captain of the Ship, except at Courts-Martial, where he shall be called upon to sit according to his confirmed rank only; and he shall, whilst so acting (whatever may be his permanent rank in the Navy) take command of all Commanders and other inferior Officers. **An Officer appointed to act as Captain.**

4.

A Commander shall be a duly qualified Officer, appointed to a Ship as such, by the Admiralty, or by a Commander-in-chief in any vacancy to which he shall be authorized to appoint by Commission. **Commander.**

5.

Any inferior Officer who shall be appointed to act as Commander of any Ship, shall, during the period he so acts, rank and command, and be considered, to all intents and purposes, as a Commander, except with regard to sitting at Courts-Martial. **Inferior Officer appointed to act as Commander.**

§ IV.—Masters of the Fleet.

1.

The Admiralty may, when they shall deem it expedient to do so, appoint a Master of the Navy, to be a Master of the Fleet, and Additional Master of the Ship in which the Flag of the Commander-in-chief or senior Officer of the Station or Squadron may fly. During the time of a Master holding such appointment he shall rank and command next after Commanders. **Master of the Fleet.**

§ V.—Lieutenants, and other Officers of the Military Branch

1.

A Lieutenant shall be a duly qualified Officer, appointed to command as such, or to be Lieutenant of any Ship, by appointment from the Admiralty, or from a Commander-in-chief in any vacancy to which he shall be authorized to appoint a Lieutenant. He shall rank before or after Masters, according to circumstances, as directed in Article 2, at page 27; but in all cases Masters shall be subject to the command and to the authority of Lieutenants. **Lieutenant.**

2.

Masters.

A Master shall be a duly qualified Officer appointed to command as such, or to be Master of any Ship, by appointment from the Admiralty, **Master.**

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or from a Commander-in-chief in any vacancy to which he shall be authorized to appoint. He shall take rank as follows:—

Before or after Lieutenants, according to circumstances,—but in all matters of command to be subordinate to Lieutenants,—as directed in Article 2, at page 27.

3.

SUB-LIEUTENANTS.

Sub-Lieutenant.

So soon as a Midshipman shall have passed such Examinations to qualify him to receive a Lieutenancy, as the Admiralty may, from time to time, direct, he shall if in England, and of approved character, be entitled to receive from the Admiralty a Commission as Sub-Lieutenant; but if abroad, he is only to receive from a Commander-in-chief, or from his own Captain or Commanding Officer, a Commission as Acting Sub-Lieutenant, until he shall have passed, at the Royal Naval College, the required examinations in Navigation, &c.; but an Acting Sub-Lieutenant shall be deemed eligible to receive an appointment as Acting Lieutenant; and, should he continue long enough abroad to qualify him for higher acting appointments, he is to be deemed eligible to receive them, the confirmation of the whole, however, depending on his passing his examinations within such period after his return to England as shall be regulated by the Admiralty. Sub-Lieutenants shall rank and command next after Masters.

Eligible for higher appointments although acting.

4.

SECOND MASTERS.

2nd Master.

An Officer having served, as hereinafter directed, and a Master's Assistant who shall have passed such examination as the Admiralty may, from time to time, direct, shall, if in England, and of approved character, be entitled to receive from the Admiralty a Commission as Second Master: but if abroad, he is only to receive from a Commander-in-chief, or from his own Captain or Commanding Officer, a Commission as Acting Second Master, until he shall have passed at the Royal Naval College, and at the Trinity House, the required examinations; but an Acting Second Master, after serving two years in that capacity, shall be deemed eligible to receive an appointment as Acting Master; such appointment, however, is not to be confirmed unless he passes at the Royal Naval College, and at the Trinity House, within such period after his return to England as shall be regulated by the Admiralty. Second Masters shall rank and command next after Sub-Lieutenants.

5.

WARRANT OFFICERS.

Gunner.

Gunners, 1st class, 2nd class, and 3rd class, shall rank and command next after Second Masters; and with each other, in the order in which they are classed as above, according to the date of their Warrants to the several classes specified.

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6.

Boatswains, 1st class, 2nd class, and 3rd class, shall rank and command next after Gunners; and with each other as in the case of Gunners. **Boatswain.**

7.

Carpenters, 1st class, 2nd class, and 3rd class, shall rank and command next after Boatswains; and with each other as in the case of Gunners. **Carpenter.**

8.

SUBORDINATE OFFICERS.

Midshipmen shall rank and command next after Carpenters, and with each other according to the date of their passing for the rating of Midshipman. When two or more shall have passed on the same day, their seniority amongst each other shall be regulated according to their date of entry in the service, and when that is also the same, their seniority shall be determined according to the order in which their names stand on the Ship's Books for the time being. **Midshipman.**

9.

Masters' Assistants, above 17 years' of age and two years at sea in the Royal Navy or Merchant Service, shall rank and command next after Midshipmen, and with each other according to the date of their entry in the service. Those who may have entered with, and been allowed, sea time in other capacities (whether in the Royal Navy or Merchant Service) before being rated Masters' Assistant, shall, for the purpose of seniority amongst each other, be permitted to reckon such sea time as time served as Masters' Assistant. When two or more are of the same standing, their seniority shall be determined according to the order in which their names appear on the Ship's Books for the time being. **Master's Assistant above 17 years of age and 2 years at Sea.**

Masters' Assistants, under 17 years' of age and two years at sea in the Royal Navy or Merchant Service, shall rank and command next after Naval Cadets. **Under ditto.**

10.

Naval Cadets shall rank and command next after Masters' Assistants above 17 years' of age and two years at sea in the Royal Navy or Merchant Service, and with each other according to the date of their entry in the service. When two or more are of the same standing, their seniority amongst each other shall be determined according to the order in which their names appear on the Ship's Books for the time being. **Naval Cadet.**

§ VI.—COMMISSION AND OTHER OFFICERS OF THE CIVIL BRANCH.

1.

All Officers of the same denomination of the Civil Branch shall take rank of each other according to the order in which their names stand on the Official List of Officers; or, if acting only, according to the dates of their Acting Orders; or, when there is no List of any particular class, according to their length of Service in Her Majesty's Navy; but Secretaries to Flag Officers, or Commodores, shall take rank of each other according to the rank of the Flag Officers or Commodores to whom they are attached. **Rank of Civil Officers.** **Secretaries.**

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2.

Not to Command.

Officers of the Civil Branch are not to assume any Military Command whatsoever, either afloat or on shore.

3.

To be subject to the authority of the Military Branch.

Notwithstanding the relative rank conferred by these Regulations on Officers of the Civil Branch, they are, in all such details and matters as relate to the service on which they are employed, the duties of the Fleet, and to the discipline and interior economy of Her Majesty's Ships, to be subject to the authority of the executive Officers of the Military Branch; and in no case shall they be deemed to be superior in rank to, or take precedence of, the Officer appointed to command the Ship or Establishment in which they are employed, or the Officer or other person on whom the command of such Ship or Establishment may properly devolve in the absence of the Officer appointed to the command thereof.

In what cases not to take precedence.

4.

Meeting with Officers of the Military Branch.

If two Officers of the Civil Branch have met together, and an Officer of the Military Branch under whose command the senior of the two is serving, be also present, the junior Civil Officer, whatever his rank and standing may be, cannot, in such case, take precedence of the Officer of the Military Branch, but must assume his position, according to his rank and standing, after the Officer of the Civil Branch next above him in rank or seniority.

§ VII.—Ship's Company.

1.

Ship's Company.

The Crews of Her Majesty's Ships shall consist of the classes and denominations specified in the following table, and they shall rank, and take command, after Masters' Assistants under 17 years of age and two years at sea, in the order in which they are therein inserted, and those of the same denomination according to the dates of their ratings in the Ship's Books; but Men holding those ratings that are printed in *italics* are not to assume any Military Command whatsoever. In the event of two or more Men of the same denomination being rated on the same day, they shall take rank in the order in which their names appear on the Record-Book of the Ship for the time being:—

Chief Petty Officers.

Master-at-Arms.
Chief Gunner's Mate.
Chief Boatswain's Mate.
Chief Captain of the Forecastle.
Admiral's Coxswain.
Chief Quartermaster.
Chief Carpenter's Mate.
Seamen's Schoolmaster.
Ship's Steward.
Ship's Cook.

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First-Class Petty Officers.

Ship's Corporal.
Gunner's Mate
Boatswain's Mate.
Captain's Coxswain.
Captain of the Forecastle.
Quartermaster.
Yeoman of the Signals.
Coxswain of the Launch.
Captain of the Main-Top.
Captain of the Fore-Top.
Captain of the Afterguard.
Captain of the Hold.
Sailmaker.
Ropemaker.
Carpenter's Mate.
Caulker.
Blacksmith.
Armourer.
Plumber.
Leading Stoker.
Sick-Berth Steward.

Second-Class Petty Officers.

Coxswain of the Barge.
Coxswain of the Pinnace.
Captain of the Mast.
Second Captain of the Forecastle.
Second Captain of the Main-Top.
Second Captain of the Fore-Top.
Signalman.
Second Captain of the Afterguard.
Captain of the Mizen-Top.
Sailmaker's Mate.
Coxswain of the Cutter.
Cooper.
Caulker's Mate.
Sick Berth Attendant.
Musician.
Head Krooman (For the African Station only).

Remainder of Ship's Company.

Leading Seaman.
Shipwright.
Yeoman of the Store-Room.
Second Captain of the Hold.
Painter.
Sailmaker's Crew.
Blacksmith's Crew.

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Ship's Company.

Tinsmith.
Armourer's Crew.
Carpenter's Crew.
Cooper's Crew.
Stoker and Coal Trimmer.
Able Seaman.
Ordinary Seaman.
Second-Class Ordinary Seaman.
Bandsman.
Tailor.
Shoemaker.
Butcher.
Lamp Trimmer.
Second Head Krooman. (For the African Station only.)
Flag Officer's Domestics.
Captain's Steward.
Captain's Cook.
Ward-Room Steward.
Ward-Room Cook.
Secretary's Servant.
Gun-Room Steward.
Gun-Room Cook.
Ship's Steward's Assistant.
Assistant Sick Berth Attendant.
Engineer's Servant.
Engineer's Cook.
Cook's Mate.
Barber.
Captain's Servant.
Captain's Cook's Assistant.
Commander's Servant.
Ward Room Servant.
Ward-Room Cook's Assistant.
Gun-Room Servant.
Warrant Officers' Cook.
Warrant Officers' Servant.
Krooman. (For the African Station only.)
Ship's Steward's Boy.
Boy of the First Class.
Boy of the Second Class.

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Chapter V.

RELATIVE RANK OF THE OFFICERS OF THE NAVY AND ARMY.

1.

The relative rank of the Officers of the Navy and Army, is as follows:—

Military Branch.	To rank with	
1. Admirals of the Fleet	Field-Marshals	Military Branch. According to date of Commission.
2. Admirals	Generals	
3. Vice-Admirals	Lieutenant-Generals	
4. Rear-Admirals	Major-Generals	
5. Captains of the Fleet	Brigadier-Generals	
6. Commodores, 1st and 2nd Class	Do.	
7. Captains, over 3 years	Colonels	
8. Captains, under 3 years	Lieutenant-Colonels	
9. Commanders	Lieutenant-Colonels, but junior of that rank.	
10. Masters of the Fleet	Do.	
11. Lieutenants, above 8 years' standing	Majors, but junior of that rank.	
12. Masters, above 8 years' standing	Do.	
13. Lieutenants, under 8 years' standing	Captains	According to date of Commission or Order.
14. Masters, under 8 years' standing	Do.	
15. Sub-Lieutenants	Lieutenants	
16. Second-Masters	Do.	
17. Midshipmen	Ensigns	
18. Masters' Assistants above 17 years of age and 2 years' service at sea in Navy or Merchant Service.	Do.	

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	Civil Branch.	To rank with
Civil Branch.	1. Inspectors-General of Hospitals and Fleets, after 3 years' service on full-pay as such	Major-Generals, according to the date of the completion of the service stated.
	2. Do. under 3 years' do.	Brigadier-Generals, according to date of Commission.
	3. Secretaries to Admirals of the Fleet	Colonels, according to date of Commission.
	4. Paymasters-in-chief	Do.
	5. Deputy-Inspectors-General of Hospitals and Fleets, after 5 years' service on full-pay as such	Colonels, according to the date of the completion of the service stated.
	6. Inspectors of Machinery afloat, after 8 years' service on full-pay as such	Do.
	7. Secretaries to Commanders in chief	Lieutenant-Colonels, according to time served as Secretaries to Commanders-in chief.
	8. Deputy Inspectors-General of Hospitals and Fleets, under 5 years' service on full pay as such	Lieutenant-Colonels, according to date of Commission.
	9. Inspectors of Machinery afloat, under 8 years' service, on full-pay as such	Do.
	10. Staff-Surgeons	Lieutenant-Colonels, but junior of that rank.
	11. Paymasters, of and above 15 years' seniority	Do.
	12. Chief-Engineers, Do. ...	Do.
	13. Secretaries to Junior Flag Officers, Commodores of the 1st Class, or Captains of the Fleet	Majors, according to date of Commission.
	14. Surgeons*	Majors, but junior of that rank.

* Surgeons promoted to that rank prior to the 28th March, 1861, are to rank with Majors *according to date of Commission.*

Civil Branch.	To rank with
15. Paymasters of 8 years' and under 15 years' seniority	Majors, but junior of that rank.
16. Chief Engineers Do. Do.	Do.
17. Secretaries to Commodores 2nd Class	Captains, according to date of Commission.
18. Paymasters, under 8 years seniority	Do.
19. Chief Engineers, Do.	Do.
20. Naval Instructors	Do.
21. Assistant-Surgeons, after 6 years' service on full-pay as such	Captains, according to the date of the completion of the service stated
22. Assistant Surgeons, under 6 years' service on full-pay as such	Lieutenants, according to date of Commission or Order
23. Assistant Paymasters	
24. Engineers	
25. Assistant Engineers	Ensign, according to seniority in their ranks.
26. Clerks	

Civil Branch.

2.

Nothing contained in these Regulations is to give a claim to any Officer of the Navy to assume command of Her Majesty's Land Forces on shore, nor to any Officer of the Army to assume command of any of Her Majesty's Squadrons or Ships, or of any of the Officers or Men thereunto belonging, unless under special authority from the Government in England for any particular Service. But when Officers of the Navy are employed on shore, on joint service with Her Majesty's Land Forces, their relative rank shall carry with it all precedence and advantages attaching to the rank with which it corresponds (except command as aforesaid), and shall regulate the choice of quarters, rates of lodging money, servants, forage, fuel, and light, or allowances in their stead.

Officers of Navy not to assume Command of Land Forces ashore, nor Officers of Army to assume Command of Ship.

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Chapter VI.

APPOINTMENT OF OFFICERS, &c.

I. *Officers in General.*
II. *Military Branch.*
III. *Civil Branch.*
IV. *Ship's Company.*

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§ I.—Officers in General.

1.

Promoted to be, or nominated as, Commission, Warrant, or Subordinate Officers.

Officers shall be promoted, or nominated in the first instance, to the under-mentioned ranks, by Commission :—

Military Branch.—(Commission Officers.)

Admiral of the Fleet,	Commodore,	Lieutenant,
Admiral,	Captain,	Master,
Vice-Admiral,	Commander,	Sub-Lieutenant,
Rear-Admiral,	Master of the Fleet,	Second Master.
Captain of the Fleet,		

Civil Branch.—(Commission Officers.)

Chaplain,	Inspector of Machinery afloat,	Naval Instructor,
Inspector-General of Hospitals and Fleets,	Staff Surgeon,	Assistant Surgeon,
Deputy Do.	Surgeon,	Assistant Paymaster,
Secretary,	Paymaster,	Engineer,
Paymaster-in-chief,	Chief Engineer,	Assistant Engineer, 1st Class.

The following shall be promoted, or nominated in the first instance, by Warrant :—

Military Branch.—(Warrant Officers.)

Gunners	1st Class.	Boatswains	1st Class.	Carpenters	1st Class.
	2nd „		2nd „		2nd „
	3rd „		3rd „		3rd „

and the undermentioned by Order :—

Military Branch—(Subordinate Officers.)

Midshipman,
Master's Assistant,
Naval Cadet.

Civil Branch.—(Subordinate Officers.)

Assistant Engineer, 2nd Class.
Clerk,
Assistant-Clerk.

§ II. Military Branch.

1.

Flag Officers.

Flag Officers shall be appointed by the Admiralty, in pursuance of Her Majesty's pleasure.

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A Flag Officer shall hoist his Flag only in pursuance of orders from the Admiralty, except under the authority contained in Article 5, at page 30.

2.

Whenever an Admiral of the Fleet shall hoist his Flag, a Captain of the Fleet shall be appointed to assist him; and a Captain of the Fleet may also be appointed when a Fleet or Squadron under any other Flag Officer may be deemed by the Admiralty to be of sufficient extent and importance to require one.

Captain of the Fleet, when to be appointed.

3.

Commodores of the First Class shall be appointed by the Admiralty, or by a Commander-in-chief abroad, either on a vacancy, or when an exigency of the public service may render it absolutely necessary to constitute an Officer of that rank; or when an Officer may be authorized to assume the rank in consequence of the death or removal of a Flag Officer, or a Commodore of the First Class, as explained in Article 19, at page 32.

Commodore 1st Class.

4.

Captains of the Fleet, and Masters of the Fleet, shall be appointed by the Admiralty, and vacancies occurring abroad shall be filled up, temporarily, by the Commander-in-chief, with whom such Officers are to serve, until the pleasure of the Admiralty be known.

Appointment of Captain of the Fleet and Master of the Fleet.

5.

Commodores of the Second Class,
Captains,
Commanders,
Lieutenants,
Masters,
Gunners,
Boatswains, and
Carpenters,

shall be appointed by the Admiralty; or in cases of vacancies abroad, occasioned by the death of Officers of any of the above ranks, by a Commander-in-chief, having authority from the Admiralty to make such appointments, as explained in Art. 9, at page 48.

Commodore 2nd Class, Captain, &c.

6.

Sub-Lieutenants and Second Masters shall be appointed by the Admiralty; or, if abroad, by acting order from a Commander-in-chief, or senior Officer, or by the Officer commanding the Ship in which they are serving, as directed in Articles 3 and 4, page 38.

Sub-Lieutenant, 2nd Master.

7.

Midshipmen and Masters' Assistants shall be received only by order of the Admiralty, or of Commanders-in-chief abroad; the Naval Cadets may be rated Midshipmen after passing the required Examinations by the Captains of the Ships in which they are serving.

Midshipman, Master's Assistant.

8.

Naval Cadets shall be admitted into Her Majesty's Service by the Admiralty, under such regulations as may, from time to time, be established; they shall be appointed by the Admiralty, or, in case of vacancies abroad, by a Commander-in-chief.

Naval Cadet.

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9.

Promotions in death vacancies abroad.

A Flag Officer, or a Commodore of the First Class, having a Commission as Commander-in-chief, on Foreign Service, is authorized, if an Officer or a Warrant Officer, borne as part of the complement of any Ship under his orders, shall die, (except he be of one of the undermentioned ranks,—

Exceptions.

Flag Officer,
Captain of the Fleet,
Inspector-General of Hospitals and Fleets,
Deputy Inspector-General of Hospitals and Fleets,
Paymaster-in-chief,
Master of the Fleet,
Inspector of Machinery afloat,
Chaplain,
Naval Instructor, or
an Officer of the Royal Marine Corps),

to promote a qualified person, by Commission or Warrant, to succeed him, but no Commander-in-chief on Home or Channel Service, nor any Flag Officer or Commodore on Foreign Service, not having a Commission as Commander-in-chief, shall promote an Officer by Commission or Warrant to any such vacancy.

Home Service.

The Officer appointed must be serving in the Squadron.

No Commander-in-chief shall appoint an Officer to fill a death vacancy who is not actually serving in one of the Ships of his Squadron, or under his orders; and who shall not have served the regulated periods in Ships in Commission, at the time of such vacancy occurring, to qualify him for the appointment; but should there be no Officer so qualified on the Station, he is only to appoint an Officer to act in the vacancy until the pleasure of the Admiralty shall be made known.

If no qualified Officer be serving.

Warrant Officers.

Persons promoted by Commanders-in-chief to be Warrant Officers shall be nominated to the 3rd class only; and no Warrant Officer shall be advanced from one class to another, unless by acting order, except by the authority of the Admiralty.

10.

A Commander-in-chief being appointed to supersede another, &c.

A Flag Officer, or a Commodore of the First Class, being appointed Commander-in-chief of a Station, and being senior in rank to the Officer he is to supersede, shall be entitled, from the period of his arriving within the limits of the station, and assuming the Command, to all the advantages of Commander-in-chief,* except the Appointments of Officers and Warrant Officers to Death Vacancies, which his Predecessor *shall have actually filled up* before he shall have received official notification of his Successor's arrival within the limits of the Station; but all other Death Vacancies, as well as any occurring in a Ship whose Captain shall have received an order from the succeeding Commander-in-chief to consider himself under his command, shall belong to the Successor. The Predecessor shall enjoy the other advantages only of a junior Officer, from the time of his Successor's coming within the limits of the Station, and which advantages are to cease, as relates to the Station, when he

* Unless the required declaration of liability be signed by him he can have no claim to Freight Money.

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(the junior Officer) finally parts company to quit the Station.* When the succeeding Flag Officer, or Commodore of the First Class, shall be a junior Officer, he shall be entitled to the advantages only of a junior Officer from the time of his arrival within the limits of the Station until the Command be transferred to him, and the senior Officer either finally parts company to quit the Station, or permits the junior Officer to part company from him, after which the advantages of the Commander-in-chief are to devolve to the succeeding Officer.

11.

Captain dying out of the United Kingdom and no senior Officer present.

If the Captain in command of any Ship, not being in a Port of the United Kingdom, shall die, and there be no senior Officer present, the Commander, where there is one borne in the complement, shall take command of such Ship as acting Captain, and may appoint the senior Lieutenant to act as Commander in his stead, and a Sub-Lieutenant to act as Lieutenant; but, if there be no Commander borne, the senior Lieutenant on board shall take command of the ship as acting Commander, and may order a Sub-Lieutenant to act as Lieutenant in his stead.

Commander.

If the Commander in command of any Ship shall die, as aforesaid, the senior Lieutenant on board shall, if there be no senior Officer present, take command of such Ship as acting Commander, and may order a Sub-Lieutenant to act as Lieutenant in his stead; and if a Lieutenant, or Master, in command of a Ship, not being in a Port of the United Kingdom, shall die, the Officer next in rank on board, provided he be the senior Officer present, shall assume acting command of her,—if a Sub-Lieutenant as Lieutenant, and if a Second Master, as Master.

Senior Officer of same Ship joining to assume the command.

An Officer assuming a command under any of the circumstances mentioned in the foregoing paragraphs, is not to be thereby entitled to retain it in the event of any Officer senior to him belonging to the same Ship joining or rejoining her, but, in such case, the senior Officer of the Ship or Vessel, joining or rejoining as aforesaid, is to assume the temporary command of her, and supersede the temporary appointments made by his junior Officer on board, if he sees fit. And in all cases of an Officer assuming a command under his own order, as before stated, it is to be considered as a temporary measure only, pending the pleasure of the Admiralty or the Officer in command of the Station.

In all cases pending the pleasure of the Admiralty, &c.

If there be a senior Officer present in another Ship.

If the Captain, Commander, or other Officer in command of any Ship, not being in a Port of the United Kingdom, shall die, and there be a senior Officer in another Ship present, the said senior Officer is to order proper Officers to act in the vacancies thereby occasioned, until the pleasure of the Admiralty, or the Officer in command of the Station or Squadron shall be made known, and the acting appointments made by such senior Officer at the time when the vacancies occurred, are not to be interfered with by any other senior Officer, but they are to remain in full force and effect until cancelled or altered by the Admiralty, or the Officer in command of the Station to which the Ship is attached.

Appointments to remain in force.

* Except the Allowance for Table-money, which will be continued to him during the time his Flag or Broad Pendant shall be actually flying within the limits of his Station.

Command devolving on Master or any person inferior to him.

In the event of the command of any of Her Majesty's Ships devolving on a Master, he shall assume the same in that capacity,—a Sub-Lieutenant as acting Lieutenant, a Second Master as acting Master,—and if on a person of inferior rank to Second Master, such person is not thereby to be considered eligible for the assumption of any superior rank to that which he held at the time when the vacancy occurred which led to his being temporarily in command.

12.

Vacancies other than such as are caused by death.

If a vacancy for an Officer, or a Warrant Officer, shall occur under other circumstances than those before mentioned, and the Service shall require that it be filled up immediately, the senior Officer present, as explained in the preceding Article, shall order a proper person to act in it, until the pleasure of his Commander-in chief (if he be under the orders of one) or of the Admiralty, shall be known.

13.

Selection of Officers ordered to act in vacancies.

Whenever there shall be a necessity for ordering an Officer to act in the room of another, an officer of the same rank, or of the rank next below that of the Officer removed (if there be one serving on the Station) shall be placed in the vacancy.

14.

Officers on Half-Pay not to be appointed.

Officers whose Ships are lost.

An Officer on Half-Pay shall not be appointed to a Ship, nor shall he have any Commission, or Order, or employment whatsoever, given him by a Commander-in chief, or any other Officer, without express authority from the Admiralty; but Officers of the Military Branch under the rank of Commander, and all Officers of the Civil Branch, whose Ships may be captured or lost, if acquitted by Court-Martial abroad, may be appointed to vacancies, without such authority.

15.

Return of appointments.

Appendix, 24.

Commanders-in-chief, and all other Flag Officers or Commodores, in command of Stations or Squadrons, shall, by every available opportunity, transmit to the Secretary of the Admiralty a Return of all Officers and Warrant Officers promoted and appointed by them, or directed to act in vacancies, on board any of Her Majesty's Ships.

§ III.—Civil Branch.

1.

Inspectors and Deputy Inspectors-General.

Inspectors-General, and Deputy Inspectors-General, of Hospitals and Fleets, shall be appointed by the Admiralty to Hospitals, Fleets, or Squadrons, when the Admiralty may deem them to be of sufficient extent and importance to require these Officers; or, in case of vacancies abroad, by acting order from Commanders-in-chief.

2.

Secretaries.

Secretaries to Flag Officers, and to Commodores, shall be nominated by the Flag Officers or Commodores with whom they are to serve, and be appointed by the Admiralty; but, if abroad, by the Commander-in-chief of the Station.

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Secretaries to Commodores of the Second Class are not to be entitled to any of the advantages or emoluments granted to Secretaries of Flag Officers and Commodores of the First Class.

3.

Paymasters-in-chief shall be appointed by the Admiralty

Paymaster-in-chief.

4.

Inspectors of Machinery afloat shall be appointed by the Admiralty; or, in case of vacancies abroad, by acting order from a Commander-in-chief.

Inspector of Machinery.

5.

Chaplains and Naval Instructors shall be admitted into Her Majesty's Service by the Admiralty, under such regulations as may, from time to time, be established; they shall be appointed by the Admiralty, or, in case of vacancies abroad, by acting order from a Commander-in chief.

Chaplain. Naval Instructor.

6.

Staff-Surgeons, Surgeons, Paymasters, and Chief Engineers, shall be appointed by the Admiralty; or, in case of vacancies abroad, by a Commander-in-chief, as explained in Article 9, page 48.

Staff Surgeon, Surgeon, Paymaster, Chief Engineer.

7.

Assistant-Surgeons, Engineers, Assistant-Engineers, and Assistant Clerks, shall be admitted into Her Majesty's Service by the Admiralty, under such regulations as may, from time to time,, be established; they shall be appointed by the Admiralty, or, in case of vacancies abroad, by a Commander-in-chief.

Assistant Surgeon, Engineer, Assistant Engineer, Assistant Clerk.

8.

A certain number of Engineers who may be considered fit and deserving, may, at their own request be selected from time to time, by the Admiralty, as "Engineers for special charge." They will be entitled to the higher rates of pay established for Engineers, as stated in the Appendix; and, as a general rule, they will not be appointed to Ships bearing a Chief Engineer; but they are not, after being so selected, to be considered eligible for promotion to the rank of Chief Engineer.

Engineer for special charge.

9.

Assistant Paymasters and Clerks shall be appointed by the Admiralty; or, in case of vacancies abroad, by a Commander-in chief.

Assistant Paymaster. Clerk.

An Assistant Paymaster in a small vessel, where he may have charge of the Victualling Stores, &c., is to be appointed as "Assistant Paymaster in Charge."

Assistant Paymaster in charge.

§ IV.—Ship's Company.

1.

The Petty Officers, and others constituting a Ship's Company shall be rated by the Captains or Officers commanding Her Majesty's Ships in which they are to be borne, under such regulations as the Admiralty may, from time to time, establish.

Ship's Company.

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CHAPTER VII.

QUALIFICATIONS REQUIRED OF THE OFFICERS OF THE MILITARY AND CIVIL BRANCHES.

I. *Military Branch.*
II. *Civil Branch.*
III. *Officers in General.*

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§ 1.—MILITARY BRANCH.

1.

Captains promoted by seniority.

As vacancies occur on the Active List, the Captain first in seniority, who has served for his Flag, as hereafter mentioned, will be promoted, reserving, however, Her Majesty's undoubted right of selection.

Reservation.

Captains who have not served.

Captains who rise to their Flags, but who have not served the required time, will be placed on the Reserved Half-Pay List of Flag Officers.

2.

Flag Officer, necessary qualifications for.

To qualify a Captain, whose seniority brings him in turn for advancement, for the Active List of Flag Officers, he must have commanded one or more of Her Majesty's Ships, as Captain, four complete years during War, or six complete years during Peace, or five complete years during War and Peace combined.

Service as Captain.

A Captain shall be allowed to reckon as time served at Sea, the period during which he may have been employed afloat in that capacity on surveying or other duties, provided that, during such period, he shall actually have had the charge and command of some Surveying Ship or other sea-going Vessel, or that he shall have been borne for full pay on the books of one of Her Majesty's Ships in Commission. And the Captains-Superintendent of Her Majesty's Dockyards shall be allowed to reckon as time served at Sea, the period during which they may be so employed.

3.

If senior Captain should prefer to continue as Captain.

In the event of a Captain, whose seniority brings him in turn for advancement to the rank of Flag Officer, preferring to continue as a Captain, he may be placed on a retired list of Captains.

4.

When ineligible for promotion to Flag rank.

No Captain who shall have declined service when called upon, or against whose character there may be anything affecting him as an Officer and a Gentleman, shall be considered eligible for advancement to the rank of Flag Officer.

5.

Captain.

No Commander shall be eligible to receive a Captain's Commission until he shall have served one complete year as Commander on board one or more of Her Majesty's Ships in Commission.

6.

Commander.

No Lieutenant shall be eligible to receive a Commander's Com-

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mission until he shall have served two complete years as Lieutenant in one or more of Her Majesty's Ships in Commission.

7.

When the Admiralty, having reference to the length and nature of the service on which a Flag Officer has been employed, may deem it proper to extend to him, on striking his Flag, the privilege of nominating a Lieutenant for promotion, it is to be understood that the Officer nominated shall be duly qualified for promotion at the time when the Flag is struck; or, if an Acting Lieutenant, that he shall pass the required examinations at the Royal Naval College, within the prescribed period, otherwise the nomination to become void; and further, that he shall have served under the Flag Officer who nominates him during some period of the command in right of which such Flag Officer exercises this patronage. The Officer nominated must have completed at least five years' service as Lieutenant or Acting Lieutenant, at the date when the Flag Officer may be ordered to strike his Flag,—of which five years not less than three years shall have been served in a sea-going ship.

Flag Officer nominating a Lieutenant for promotion on striking Flag.

Necessary service of the Lieutenant so nominated.

8.

To qualify an officer to receive a Lieutenant's Commission, he must have attained the full age of 19 years, and have completed not less than five years and six months' service in the Royal Navy, including the time awarded him on leaving the Training Ship,—and have passed such examinations as the Admiralty, may, from time to time, direct.

Lieutenant.

9.

Midshipmen who entered the service prior to May, 1857, may, on attaining the full age of 19 years, and having been borne on the books of, and actually served in, one or more of Her Majesty's Ships not less than five complete years,—two years as Naval Cadet and three years as Midshipman,—be examined for the rank of Lieutenant under such regulations as the Admiralty may establish.

Service to qualify for Lieutenant.

10.

To qualify an Officer to receive a Commission as Sub-Lieutenant, he must have served the time, and passed the examination required, to qualify him for a Lieutenancy.

Sub-Lieutenant.

11.

To qualify a gentleman for an appointment as Midshipman, he must have been borne in Training or other Ships for eighteen calendar months as a Naval Cadet, and pass such examinations as the Admiralty may, from time to time, direct.

Midshipman.

12.

To qualify a gentleman for an appointment as Naval Cadet, he must be not less than 12, nor above 14 years of age when first examined;—and he must pass such examinations as the Admiralty may, from time to time, direct.

Naval Cadet.

13.

To qualify an officer to receive a Commission as Master, he must have been at sea at least seven years, two of which in Her Majesty's Navy as Acting Master or Second Master, and have passed such examinations as the Admiralty may, from time to time, direct; but no candidate shall be qualified before he shall have attained the age of 21 years, nor after the age of 40.

Master.

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Merchant Service Officers may be admitted.

The Admiralty may, at their discretion, appoint gentlemen from the Merchant Service to be Masters, or Acting Masters, in the Royal Navy, provided they shall have been seven years at sea, one year or more of which actually in the capacity of Chief Mate, or Officer, and two years Master, or two years Chief Mate or Officer, and one year Master of a Merchant Vessel; and further, that they pass the examinations prescribed for Masters of the Royal Navy, are not less than 21, nor more than 40 years of age, and produce certificates of diligence, sobriety, and good conduct from the Owners and Masters of the Merchant Ships in which they have served.

Masters eligible for promotion to higher rank.

Masters are to be considered eligible to be promoted to the rank of Commander, or of Lieutenant, if, from distinguished service, the Admiralty should think proper to reward them by advancement to either of those ranks; and in such cases the time served as Master shall be considered as time served as Lieutenant; but no master is eligible for a Commander's Commission who has not served two years at sea as Master, or as Lieutenant and Master for the same period. Whenever a Master may be promoted under this regulation to the rank of Lieutenant, seniority as such shall be given to him from the date of his Commission as Master. Second Masters, in similar cases, are to be considered eligible for promotion to the rank of Lieutenant, provided they shall have served seven years at sea.

14.

2nd Masters.

To qualify an Officer to receive a Commission as Second Master, he must have served at least five years at sea in Her Majesty's Navy as Midshipman or Master's Assistant, and have passed such examinations as the Admiralty may, from time to time, direct; but no candidate shall be examined before he shall have attained the age of 19 years, nor after the age of 35.

Masters' Assistants entered as such with one or more years' sea time in some other capacity, either in the Royal Navy or Merchant Service, are not to be examined for Second Masters until they have attained the age of 19, and have completed a period of five years' service at sea, of which the last two years must have been as Masters' Assistant in the Royal Navy.

Merchant Service Officers may be admitted.

The Admiralty may, at their discretion, appoint gentlemen from the Merchant Service to be Second Masters or Acting Second Masters, in the Royal Navy, provided they shall have been five years at sea, three of which in the actual capacity of Master, Mate, or Officer of a Merchant Vessel; and further, that they pass the examinations prescribed for Second Masters or Acting Second Masters of the Royal Navy, as the case may be, are not less than 19, nor more than 35 years of age, and produce certificates of diligence, sobriety, and good conduct, from the Owners and Masters of the Merchant Ships in which they have served.

15.

Master's Assistant.

To qualify a gentleman for an appointment as Masters' Assistant, he must not be less than 14, nor more than 16 years of age (unless he shall have been at sea previous to his entry as a Master's Assistant, in which case the age is extended to 18, provided he has served one year at sea,—

and to 20, provided he has served two years at sea), and he must pass such examinations as the Admiralty may, from time to time, direct.

16.

To qualify a person to receive a Gunner's Warrant, he must have been at sea at least seven years, one complete year of which as Petty Officer or Seaman Gunner, in Her Majesty's Navy, and possess a first-class certificate in Gunnery; he must also pass such examinations as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35. **Gunner.**

17.

To qualify a person to receive a Boatswain's Warrant, he must have been at sea at least seven years, one complete year of which with the rating, and actually doing the duty of a Petty Officer in Her Majesty's Navy; and shall pass such examination as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35. **Boatswain.**

18.

To qualify a person to receive a Carpenter's Warrant, he must have served a regular Apprenticeship to a Shipwright, and have been six months, at least, Carpenter's Mate or Caulker, or twelve months with the rating of Shipwright or Carpenter's Crew in one or more of Her Majesty's Ships; and shall pass such examination as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35. **Carpenter.**

19.

Gunners, Boatswains, and Carpenters, of exemplary conduct, who may distinguish themselves by acts of gallantry and daring in the Service, shall be considered eligible to hold Commissions in Her Majesty's Fleet, in such rank or position as the Admiralty may deem them, after undergoing an examination, worthy to receive, and competent to fill. **Warrant Officers eligible for promotion to higher rank.**

§ II.—Civil Branch.

1.

A Chaplain shall be a Clergyman of the Established Church of England and Ireland, in Priest's Orders; and shall produce such testimonials of his conduct and fitness for the station as the Admiralty may require. **Chaplain.**

2.

To be eligible for a Commission as Inspector-General of Hospitals and Fleets, the Officer must have served five years at home, or three years abroad, in the rank of Deputy Inspector-General. **Inspector-General.**

3.

To be eligible for a Commission as Deputy Inspector-General of Hospitals and Fleets, the Officer must have served ten years in the Royal Navy on Full-pay, of which three at least must have been passed in one or more of Her Majesty's Ships, on some one or more Foreign Stations, with the rank of Surgeon. **Deputy Inspector-General.**

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4.

Surgeon.

To qualify an Officer to receive a Commission as Surgeon, he must have passed such examinations as the Admiralty may, from time to time, require,—and have served on Full-pay, with the commission of Assistant-Surgeon, for five years, of which two at least shall have been passed on board one or more of Her Majesty's sea-going Ships.

Staff-Surgeon.

Surgeons, after twenty years' service on Full-pay,—ten of which in the rank of Surgeon,—shall be styled "Staff-Surgeons."

5.

Service to qualify Medical Officers may be shortened.

In cases of emergency, or when the good of Her Majesty's Service may render such alteration desirable, it will be competent for the Admiralty to shorten the several periods of service mentioned in the above Articles (2, 3, and 4), in such manner as they shall deem fit and expedient.

6.

Assistant Surgeon.

No Candidate shall be admitted to the examination for a Commission in the Medical Department of the Royal Navy who does not possess such a diploma as would qualify a civilian to practise Medicine and Surgery; and no such candidate shall receive a Commission as Assistant-Surgeon, until he shall have satisfactorily passed an examination in Naval Surgery and Hygiène before a Board of Examiners, appointed by the Admiralty. Candidates for entry as Assistant-Surgeons, must not be under 20, nor above 26 years of age.

7.

Secretary.

To qualify an Officer to receive an appointment as Secretary, he must be on the list of Secretaries, Paymasters, or Assistant-Paymasters of the Royal Navy.

When to be removed to permanent List as such.

Officers on completing twelve years' service in the rank of Secretary to Flag Officers or Commodores of the First Class, will be removed from the Paymasters' or Assistant-Paymasters' List, and placed on the permanent List of Secretaries.

8.

Paymaster-in-chief.

To qualify an Officer to receive a Commission as Paymaster-in-Chief, he must be a Paymaster, with long and meritorious sea-service. The rank of Paymaster-in chief is a retired rank.

9.

Paymaster.

To qualify an Officer to receive a Commission as Paymaster, he must have served three complete years as the Secretary of a Flag Officer or Commodore of the First or Second Class, or as Clerk to the Secretary of a Flag Officer or Commodore of the First Class, or as a Clerk in Her Majesty's Navy, or in any one or more of those capacities, comprehending a period of three years in the aggregate, and must have been so borne on the books of one or more of Her Majesty's Ships for three complete years, and must also be at least 21 years of age, and have passed such examinations as the Admiralty may, from time to time, direct.

Classification.

Paymasters are divided into four classes; the first class is to consist of the first 30 Paymasters on the List,—the second class of the next 60,—the third class of the next 80,—and the fourth class of the remainder.

No Paymaster, however, when paid off or superseded from one Ship, will be appointed to another, or advanced to a higher class, unless he shall have rendered and passed his Accounts in Office in a creditable manner, have exercised due economy in the expenditure of the Stores entrusted to his charge, and have discharged his duties with zeal and attention. **If not attentive to duties.**

10.

To qualify a Clerk to receive a Commission as Assistant-Paymaster, he must have been examined and found in every respect qualified for the rank of Paymaster, as directed in the preceding Article. **Assistant Paymaster.**

Assistant-Paymasters are divided into two classes; the first class is to consist of those who have served on full-pay as such for 4 years and upwards,—and the second class of those who have served less than 4 years. **Classification.**

11.

To qualify a gentleman for an appointment as Clerk, he must have served for the full period of one year as an Assistant Clerk, and been so borne for Full-pay on the books of one or more of Her Majesty's Ships; he must not be under 17 years of age, and must pass such examinations as the Admiralty may, from time to time, direct. **Clerk.**

12.

To qualify a gentleman for an appointment as Assistant Clerk, he must pass such examinations as the Admiralty may, from time to time, direct, and be not under 15, or above 19 years of age. **Assistant Clerk.**

13.

To qualify an Officer to receive a Commission as Inspector of Machinery afloat, he must have served as Chief Engineer, in one or more of Her Majesty's Ships, on Full-Pay, for five complete years. **Inspector of Machinery.**

14.

To qualify an Officer to receive a Commission as Chief Engineer, he must have served as Engineer in one or more of Her Majesty's Ships, on Full-Pay, for three complete years, and pass such examinations as the Admiralty may, from time to time, direct. **Chief Engineer.**

15.

To qualify an Officer to receive an appointment as Engineer, he must have served as First-Class Assistant-Engineer in one or more of Her Majesty's Ships, on Full-Pay, for two complete years, and pass such examinations as the Admiralty may, from time to time, direct. **Engineer.**

16.

To qualify an Officer to receive an appointment as First-Class Assistant-Engineer, he must have served as Second-Class Assistant-Engineer in one or more of Her Majesty's Ships, on Full-Pay, for three complete years, and pass such examinations as the Admiralty may, from time to time, direct. **1st Class Assistant Engineer.**

17.

To qualify a person to receive an appointment as Second-Class Assistant-Engineer, he must produce certificates of service in a Factory, or other proof of his acquaintance with Engine Work, and of his practical abilities as a mechanic; he must be not less than 18, nor more than 28 years of age, and pass such examinations as the Admiralty may, from time to time, direct. **2nd Class Assistant Engineer.**

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18.

Service to qualify Engineer Officers may be shortened, &c.

In the event of the exigencies of the Service requiring the entry or advancement of Engineer Officers who may not have served the periods mentioned in the preceding Articles (13, 14, 15, 16, and 17), but in other respects may produce proof of their qualifications for the duties they are to perform, a deviation from the general regulations with regard to the entry, examination, and advancement of such Engineers may be allowed, at the discretion, in each particular instance, of the Admiralty.

19.

Naval Instructor.

To qualify a gentleman for an appointment as Naval Instructor, he must produce a certificate of his age, and testimonials of good character, and pass such examinations as the Admiralty may, from time to time, direct; but no person will be considered eligible for the situation who is under 20, or more than 35 years of age.

Chaplains examined Abroad.

Commanders-in chief on Foreign Stations may direct any Chaplains, serving in the ships under their orders, who may desire to pass for the situation of Naval Instructor, to be examined according to the form prescribed, and, if found qualified, they may be appointed, pending the approval of the Admiralty, as Chaplains and Acting Naval Instructors to any of Her Majesty's Ships in which there may be a vacancy, giving a preference, when there is more than one vacancy on the Station, to that Ship bearing the greatest number of subordinate Officers requiring instruction.

On return to England after being examined Abroad.

Every Chaplain who may have passed abroad, and been found qualified to hold an appointment as acting Naval Instructor, must, within three months of his return to England, pass the final examinations at the Royal Naval College, and on board H.M.S. "Excellent," without which he will not be confirmed; and until such final examinations be passed, no further appointment as Naval Instructor will be granted to him.

§ III.—Officers in General.

1.

Reserved and Retired Officers called into Active Service.

Whenever Her Majesty may be pleased, by Her Order in Council, to call Officers from the Reserved or Retired Lists into Active Service in case of War, or of emergency, Her Majesty has been pleased to approve that such Officers as may be so employed, shall be, in all respects, entitled to the pay and emoluments of their respective ranks on the Active List.

2.

Producing false certificates.

If any Candidate for examination, in either the Military or Civil Branch, shall knowingly produce false certificates of his age, service, or conduct, he shall thereby be rendered incapable of ever receiving any Commission in Her Majesty's Navy; and if the falsehood of such certificates shall not be discovered until after he has obtained promotion, he shall, whenever it may be discovered, be dismissed from the Navy, whatever rank he may at the time have attained. And no Candidate shall be allowed to reckon, as time served to render him eligible for examination, any period for which he may not produce certificates of sobriety and good conduct from the Captains of the Ships in which he has been employed.

When time shall not be allowed to reckon.

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CHAPTER VIII.

EXAMINATION OF OFFICERS.

I. *General.*
II. *Military Branch.*
III. *Civil Branch.*

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§ I.—GENERAL.

1.

THE very important duty of examining Officers touching their qualifications for the Service, or for higher and more responsible situations therein, is to be conducted with invariable strictness and impartiality, and in accordance with the following instructions. The qualifications required are stated against each grade, or will be found in the form of Certificates of examination in the Appendix; but in no case is the examination of a Candidate to be commenced until the examining Officers shall have satisfied themselves that he is in all respects eligible by age, service, &c., according to the Regulations in force on those points, nor unless he shall produce Certificates of sobriety and good conduct for the full period of service necessary to qualify him for examination,—duly signed by the respective Captains under whose command he has been,—especially from the Captain of the Ship in which he may be at the time serving, or, if not then serving, from the Captain of the ship to which he last belonged.

Examinations to be strictly and impartially conducted.

(*Vide Chap. VII.*)

Certificates of Good Conduct.

All passing Certificates are to be made out in duplicate; one copy to be transmitted to the Commander-in-chief, for the Secretary of the Admiralty, and the other to be delivered to the Officer examined.

Passing Certificates.

2.

Officers whose period of service is not clearly stated on their Certificates may, through their respective Captains, apply to the Secretary of the Admiralty (for the Accountant-General of the Navy) to have their time taken out from the Admiralty records; and such applications are to be made in the Form given in the Appendix, the applicants in every case inserting the names of the Ships in which they have served, and the date of entry in and discharge from each, as correctly as possible.

Time of Service may be applied for.

Appendix, 139.

§ II.—MILITARY BRANCH.

1.

FOR NAVAL CADET.—Every Candidate, on obtaining a nomination, will be required to pass an examination at the Royal Naval College at Portsmouth, within three months of nomination.* In special cases of nominations granted to the sons of natives of Her Majesty's Colonies, a

Naval Cadet.

Special cases.

* These Examinations will take place on the first Wednesdays in the months of March, June, September, and December.

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Candidate will be allowed to pass a preliminary examination on board the Flag or Senior Officer's Ship on the Station; but such examination must be passed in strict accordance with these Regulations, and should the Candidate be found qualified, it will still be necessary that he should be sent to England, to be entered on board a Training Ship, where he will be subject to the same Regulations as other Cadets.

2.

Naval Cadet, examination at the College.

Candidates will be required—

I. To produce a Certificate of Birth, or Declaration thereof made before a Magistrate.

II. To be in good health, and fit for the Service, that is, free from impediment of speech, defect of vision, rupture, or other physical inefficiency.

III. To write English correctly from dictation, and in a legible hand.

IV. To read, translate, and parse an easy passage from Latin, or from some Foreign Living Language.

N.B.—The aid of a Dictionary will be allowed for these Translations.

And to have a satisfactory knowledge of—

V. The leading facts of Scripture and English History.

VI. Modern Geography, in so far as relates to a knowledge of the principal Countries, Capitals, Mountains, and Rivers. To be able to point out the position of a place on a map when its Latitude and Longitude are given.

VII. Arithmetic, including Proportion, and a fair knowledge of Vulgar and Decimal Fractions.

VIII. A knowledge of the Definitions and Axioms of the First Book of Euclid.

As Drawing will prove a most useful qualification for Naval Officers, it is recommended that Candidates for the Service should be instructed therein.

3.

If found to be unqualified.

If the Candidate be found unqualified at his first Examination, he will be allowed a second trial at the next Quarterly Examination. Should he not pass this second Examination, he will be finally rejected.

4.

Appointment to, and Instruction in Training Ship.

If the Candidate succeeds in passing the required Examination, he will be at once appointed to a Training Ship for the purpose of instruction in the following subjects; namely,—

I. In Algebra, Simple Equations.

II. The Elements of Geometry.

III. Plane Trigonometry, and the solution of practical and useful problems.

IV. Spherical Trigonometry, the mode of solving Triangles, and its application to simple Astronomical problems.

V. In Navigation—A Day's Work and Meridional Altitudes; Longitude by Chronometer; Construction and use of Charts.

VI. Nautical Instruments—To explain and use the Sextant, Azimuth Compass, Artificial Horizon, and Theodolite.

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VII. The use of the Globes, with correct definitions of Latitude, Longitude, Azimuth, Amplitude, and other circles of the Sphere.
VIII. French and Drawing.
IX. Rigging and Seamanship.*

5.

Quarterly Examinations will be held on board the Training Ship, when any Cadet may be examined in the subjects specified in the preceding Article, and in those branches of knowledge, except Latin, mentioned in Article 2.

Quarterly Examination in Training Ship.

6.

If a Cadet be found, at the Quarterly Examinations, not to have made sufficient progress, or if, by indifferent conduct or idle habits on board the Training Ship, he shall show his unfitness for the Service, it will be the duty of the Captain to make a special report thereof to the Admiralty, in order that the Cadet may be at once removed from the Navy.

Cadet in Training Ship reported unfit for the Service.

7.

When a Cadet shall have completed twelve months' instruction, exclusive of vacations, in the Training Ship, he will be examined, and should he obtain a Certificate of Proficiency, he will be discharged into a Sea-going Ship. In case a Cadet should be unavoidably prevented by illness from acquiring the knowledge necessary to enable him to pass at the end of twelve months, his examination may, with the sanction of the Admiralty, be deferred for three months.

After being 12 months in Training Ship.

Certificates must be produced, approved by the Captain, from the Master of the Ship, that the Candidate has gone through, and is competent in, the course of instruction in Rigging and Seamanship; and from the Naval Instructor, as to the Candidate's attention to the various branches of his education, as well as to his general conduct whilst on board the Training Ship.

Certificates to be produced by Cadet.

8.

On leaving the Training Ship:—

Time allowed to Cadets.

I. A Cadet who shall obtain a First-Class Certificate will be entitled to count twelve months sea-time, and will be rated Midshipman.
II. A Cadet who shall obtain a Second-Class Certificate will be entitled to count six months' sea-time, and will be rated Midshipman after a service of six months in a sea going ship, provided he shall pass the required examination.
III. A Cadet who shall obtain a Third-Class Certificate, will not be entitled to count any sea-time, and will be rated Midshipman after a service of twelve months in a sea-going ship, provided he shall pass the required examination,
IV. A Cadet who does not obtain a Certificate will be discharged as unfit for the Service.

9.

A Cadet who shall obtain either a Second or Third-Class Certificate from the Training Ship, will be required to pass the following examination before being eligible for the rating of Midshipman by which it must be shown,—

For Midshipman.

I. That he has kept up a knowledge of his former instruction,

* List of Instruments and Books which each Candidate will be required to have on Entry,—I. Sextant. II. Case of Mathematical Instruments, containing a good Protractor. III. Spy Glass. IV. French Grammar, and a Dictionary containing Sea Terms. V. A Book on Navigation. VI. Euclid's Elements. VII. Book of Geography (Sullivan's 2s. Ed.). VIII. Book on use of Mathematical and Nautical Instruments. IX. A Book on the Steam Engine. X. Colenso's Arithmetic and Algebra. XI. Jean's Trigonometry. XII. Boyd's Naval Cadet's Manual.

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II. That he is able to work a day's work by Tables as well as by Projection; to find the Latitude by Observation of the Meridian Altitude of the Sun, Moon, and Stars; Longitude by Chronometer; and to work an Amplitude.

III. That he understands and can explain the use of the Sextant and Azimuth Compass, and the mode of Observing with them. At each examination the Candidate will be required to show that his sextant and other instruments are in good order.

IV. He must produce Log Books, kept by himself, from the time of his entry into a sea-going ship, and Certificates of good conduct.

V. He will also be required to have a fair knowledge of Steering and Managing a Boat under Oars and Sail; of Knotting and Splicing, Rigging Lower Masts and Yards, &c., the use of the Hand and Deep-Sea Lead; and also the simple exercise of the Great Guns.

Appendix, 177.

If found qualified, the Candidate is to receive from the Examining Officers a Certificate in the Form given in the Appendix, and is forthwith to be rated Midshipman.

10.

Intermediate Examination of Midshipman.

A Midshipman when he shall have served two years and a-half in that rank, will be required to pass the following Examination:—

I. In Practical Navigation, showing that he understands the principle of Navigating a Ship from one distant port to another, by Dead Reckoning and by his own observations; and that he can explain the principles of the same; and that he can also take and work a double Altitude and Azimuth.

II. A sufficient knowledge of a Chart to enable him to place thereon the position of the Ship by Observation as well as by Cross Bearings; and to lay off the True and Compass Courses.

III. Such knowledge of Nautical Surveying, as may enable him to measure a base line and determine positions by angles, and the manner of ascertaining heights and distances.

IV. If he has served in a steam vessel, an acquaintance with the different parts and working of the Steam Engine.

V. A proficiency in French to be attained if he has had an opportunity.

VI. He must be a good practical observer, and his Sextant must be produced in good order.

VII. He must produce Log Books kept by himself from the time of his entry into a sea-going ship and Certificates of Good Conduct

VIII. He is likewise to be examined as to his progress in the knowledge of rigging of Masts, Bowsprits, &c, in getting tops over and placing a lower cap, in setting up rigging, and especially as to the precautions required in staying lower Masts; in hoisting a quarter or stern boat up in a strong breeze with a Sea on; in making up a course and topsail for bending at Sea; in shifting topmasts, yards, and sails at Sea, and the effect of the sails on the Ship both in tacking and wearing; in the detail arrangements for mooring and unmooring Ships and getting under way, and the use of the Hand and Deep Sea Leads. He must likewise know the Great Gun and Small Arm Exercises, the use of Tangent Sights, the charges for the Guns of the Ship, and be able to exercise the Men at his Quarters. A report of the progress he had made in each of the above subjects is to be given in the Half-Yearly Return.

By whom to be conducted.

This examination is to be conducted by the Officer in command, not below the rank of Commander,* and the next Senior Officer in the Ship; and the examinations in Navigation, in the presence of a Captain or Commander, by two Naval Instructors when it may be practicable, or by a Naval Instructor and a Master, or where there is no Naval Instructor by two Masters; that in Gunnery by a Gunnery or other competent Officer. The Candidate is to be required to take and work out his own observations for Latitude, Longitude, Variation, &c., as the

* If the Officer in command be below the rank of Commander (and there be no Senior Officer present) the Candidate may be provisionally examined by him; but he must be brought forward for re-examination on the first occasion of proper Officers being fallen in with.

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case may be. First or Second-Class Certificates, in the Form in the Appendix, are to be given, according to the merit of the Candidate, or he is to be rejected if found incompetent; and the period that may elapse from the date of his being so rejected, to the date of his passing this intermediate examination, shall not be allowed to him as Sea Time. *Appendix*, 36.

11.

All Midshipmen, until they shall have passed their examinations for Lieutenant, are to keep a book in which the Ship's reckoning is to be worked out and noted, and when they are at sea this book is to be sent in every day to the Captain. It is also to be produced at their Examinations; and during the last six months of their service as Midshipmen it must contain the working of the following Observations; namely:— Work book to be kept. Observations.

	No. of Obs.
I. To find the index correction	
By Sea Horizon	10
By measuring the Sun's diameter off and on the Arc	
II. To find Latitude	
By altitude of Sun or Stars, near the Meridian	5
By Meridian altitude of Sun	10
By Meridian altitude of Moon or Stars	10
By altitude of Pole Star	10
III. To find Longitude by Chronometer	
By altitude of Sun	10
By altitude of Moon or Stars	10
IV. To find variation of Compass	
By altitude of Sun and Compass bearing	5
By time at ship noted and Compass bearing	3
By Amplitude	5
V. To find Latitude	
By double altitude of Sun or Stars	3
VI. To find Longitude	
By Lunar	5
VII. To find error and rate of Chronometer by altitudes on shore with artificial Horizon	
By single altitude*	5
By equal altitudes*	2

No Candidate can be examined at the Royal Naval College for the rank of Lieutenant or Master who has not, during the last six months of his service, taken and worked out the number of observations specified in this Article; and in proof of his having done so, he must produce a Certificate, in the Form given in the Appendix, signed by the Naval Instructor, or, where no Naval Instructor is borne, by the Master, and approved by the Captain. If the Candidate shall change his Ship at any time during the last six months of his service prior to going up for examination, he must obtain the Certificate before-mentioned, from Candidate not to be examined unless he has taken and worked out certain observations. *Appendix*, 44.

* In case the Candidate should not have had an opportunity of taking the required Observations by artificial Horizon, while belonging to a Ship, he may be allowed to take them at the College.

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Merchant Service Officers may be admitted.

The Admiralty may, at their discretion, appoint gentlemen from the Merchant Service to be Masters, or Acting Masters, in the Royal Navy, provided they shall have been seven years at sea, one year or more of which actually in the capacity of Chief Mate, or Officer, and two years Master, or two years Chief Mate or Officer, and one year Master of a Merchant Vessel; and further, that they pass the examinations prescribed for Masters of the Royal Navy, are not less than 21, nor more than 40 years of age, and produce certificates of diligence, sobriety, and good conduct from the Owners and Masters of the Merchant Ships in which they have served.

Masters eligible for promotion to higher rank.

Masters are to be considered eligible to be promoted to the rank of Commander, or of Lieutenant, if, from distinguished service, the Admiralty should think proper to reward them by advancement to either of those ranks; and in such cases the time served as Master shall be considered as time served as Lieutenant; but no master is eligible for a Commander's Commission who has not served two years at sea as Master, or as Lieutenant and Master for the same period. Whenever a Master may be promoted under this regulation to the rank of Lieutenant, seniority as such shall be given to him from the date of his Commission as Master. Second Masters, in similar cases, are to be considered eligible for promotion to the rank of Lieutenant, provided they shall have served seven years at sea.

14.

2nd Masters.

To qualify an Officer to receive a Commission as Second Master, he must have served at least five years at sea in Her Majesty's Navy as Midshipman or Master's Assistant, and have passed such examinations as the Admiralty may, from time to time, direct; but no candidate sh[illegible] be examined before he shall have attained the age of 19 years, nor [illegible] the age of 35.

Masters' Assistants entered as such with one or more years' [illegible] in some other capacity, either in the Royal Navy or Merchan[illegible] are not to be examined for Second Masters until they have a[illegible] age of 19, and have completed a period of five years' serv[illegible] which the last two years must have been as Mas[illegible] A[illegible] Royal Navy.

Merchant Service Officers may be admitted.

The Admiralty may, at their discretion, appo[illegible] Merchant Service to be Second Masters or A[illegible] the Royal Navy, provided they shall have been [illegible] which in the actual capacity of Master, Mat[illegible] Vessel; and further, that they pass the e[illegible] Second Masters or Acting Second Maste[illegible] case may be, are not less than 19, nor m[illegible] produce certificates of diligence, sobriety [illegible] Owners and Masters of the Merchant Shi[illegible]

15.

Master's Assistant.

To qualify a gentleman for an appoi[illegible] must not be less than 14, nor more tha[illegible] have been at sea previous to his entry [illegible] case the age is extended to 18, provide[illegible]

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and to 20, provided he has served two years at sea), and he must pass such examinations as the Admiralty may, from time to time, direct.

16.

Gunner.

To *qualify* a person to receive a Gunner's Warrant, he must have been at sea at least seven years, one complete year of which as Petty Officer or Seaman Gunner, in Her Majesty's Navy, and possess a first-class *certificate* in Gunnery; he must also pass such examinations as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35.

17.

Boatswain.

To qualify a person to receive a Boatswain's Warrant, he must have been at sea at least seven years, one complete year of which with the rating, and actually doing the duty of a Petty Officer in Her Majesty's Navy; and shall pass such examination as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35.

18.

Carpenter.

To qualify a person to receive a Carpenter's Warrant, he must have served a regular Apprenticeship to a Shipwright, and have been six months, at least, Carpenter's Mate or Caulker, or twelve months with the rating of Shipwri[illegible] Carpenter's Crew in one or more of Her Majesty's Ships; and [illegible] such examination as the Admiralty may, from time to time, d[illegible] o candidate is to be examined before he shall have attained [illegible] 1 years, nor after the age of 35.

19.

Warrant Officers eligible for promotion to higher rank.

Boat[illegible] Carpenters, [illegible]plary conduct, who [illegible] sh t[illegible] acts of gall[illegible] [illegible]laring in the Service, [illegible] ider[illegible] hold Comm[illegible] Her Majesty's Fleet, [illegible] or [illegible] e Admiral[illegible] [illegible] them, after under- [illegible] ami[illegible] y to receiv[illegible] [illegible]tent to fill.

I.—Civil

1.

Chaplain.

[illegible]rgyman [illegible] [illegible]hed Church of England [illegible] [illegible]lers; a[illegible] [illegible]ce such testimonials of [illegible] the sta[illegible] [illegible]miralty may require.

Inspector-General.

[illegible]ommi[illegible] [illegible]tor-General of Hospitals [illegible] [illegible]ust h[illegible] [illegible] years at home, or three [illegible] of [illegible] [illegible]r-General.

Deputy Inspector-General.

[illegible] Deputy Inspector-General of [illegible] have served ten years in the [illegible] [illegible]t least must have been [illegible] on some one of [illegible]

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Merchant Service Officers may be admitted.

The Admiralty may, at their discretion, appoint gentlemen from the Merchant Service to be Masters, or Acting Masters, in the Royal Navy, provided they shall have been seven years at sea, one year or more of which actually in the capacity of Chief Mate, or Officer, and two years Master, or two years Chief Mate or Officer, and one year Master of a Merchant Vessel; and further, that they pass the examinations prescribed for Masters of the Royal Navy, are not less than 21, nor more than 40 years of age, and produce certificates of diligence, sobriety, and good conduct from the Owners and Masters of the Merchant Ships in which they have served.

Masters eligible for promotion to higher rank.

Masters are to be considered eligible to be promoted to the rank of Commander, or of Lieutenant, if, from distinguished service, the Admiralty should think proper to reward them by advancement to either of those ranks; and in such cases the time served as Master shall be considered as time served as Lieutenant; but no master is eligible for a Commander's Commission who has not served two years at sea as Master, or as Lieutenant and Master for the same period. Whenever a Master may be promoted under this regulation to the rank of Lieutenant, seniority as such shall be given to him from the date of his Commission as Master. Second Masters, in similar cases, are to be considered eligible for promotion to the rank of Lieutenant, provided they shall have served seven years at sea.

14.

2nd Masters.

To qualify an Officer to receive a Commission as Second Master, he must have served at least five years at sea in Her Majesty's Navy as Midshipman or Master's Assistant, and have passed such examinations as the Admiralty may, from time to time, direct; but no candidate shall be examined before he shall have attained the age of 19 years, nor after the age of 35.

Masters' Assistants entered as such with one or more years' sea time in some other capacity, either in the Royal Navy or Merchant Service, are not to be examined for Second Masters until they have attained the age of 19, and have completed a period of five years' service at sea, of which the last two years must have been as Masters' Assistant in th Royal Navy.

Merchant Service Officers may be admitted.

The Admiralty may, at their discretion, appoint gentlemen from t Merchant Service to be Second Masters or Acting Second Masters, the Royal Navy, provided they shall have been five years at sea, thre which in the actual capacity of Master, Mate, or Officer of a Merc Vessel; and further, that they pass the examinations prescribed Second Masters or Acting Second Masters of the Royal Navy, a case may be, are not less than 19, nor more than 35 years of ag produce certificates of diligence, sobriety, and good conduct, fro Owners and Masters of the Merchant Ships in which they have se

15.

Master's Assistant.

To qualify a gentleman for an appointment as Masters' Assis must not be less than 14, nor more than 16 years of age (unless have been at sea previous to his entry as a Master's Assistant, i case the age is extended to 18, provided he has served one year a

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and to 20, provided he has served two years at sea), and he must pass such examinations as the Admiralty may, from time to time, direct.

16.

Gunner.

To qualify a person to receive a Gunner's Warrant, he must have been at sea at least seven years, one complete year of which as Petty Officer or Seaman Gunner, in Her Majesty's Navy, and possess a first-class certificate in Gunnery; he must also pass such examinations as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35.

17.

Boatswain.

To qualify a person to receive a Boatswain's Warrant, he must have been at sea at least seven years, one complete year of which with the rating, and actually doing the duty of a Petty Officer in Her Majesty's Navy; and shall pass such examination as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35.

18.

Carpenter.

To qualify a person to receive a Carpenter's Warrant, he must have served a regular Apprenticeship to a Shipwright, and have been six months, at least, Carpenter's [illegible] or Caulker, or twelve months with the rating of Shipwright [illegible] ter's Crew in one or more of Her Majesty's Ships; and shall [illegible] examination as the Admiralty may, from time to time, direct; [illegible] didate is to be examined before he shall ha[illegible] ed the ag[illegible] s, nor after the age of 35.

Warrant Officers eligible for promotion to higher rank.

Gu[illegible] swains, [illegible] ters, of exemplary conduct, who may dis[illegible] emselve[illegible] gallantry and dar[illegible] the Service, shall be [illegible] l eligibl[illegible] mmissions in H[illegible] y's Fleet, in such [illegible] sition a[illegible] alty may deem [illegible] er under-going a[illegible] ion, w[illegible] ive, and compe[illegible]

[illegible] Branch.

Chaplain.

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[illegible] 2.

Inspector-General.

[illegible] as Ins[illegible] of Hospitals [illegible] served [illegible] ome, or three [illegible] y Insp[illegible]

3.

Deputy Inspector General.

[illegible] on a[illegible] ector-General of [illegible] ten years in the [illegible] t have been passed [illegible] ne or more Foreign

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Merchant Service Officers may be admitted.

The Admiralty may, at their discretion, appoint gentlemen from the Merchant Service to be Masters, or Acting Masters, in the Royal Navy, provided they shall have been seven years at sea, one year or more of which actually in the capacity of Chief Mate, or Officer, and two years Master, or two years Chief Mate or Officer, and one year Master of a Merchant Vessel; and further, that they pass the examinations prescribed for Masters of the Royal Navy, are not less than 21, nor more than 40 years of age, and produce certificates of diligence, sobriety, and good conduct from the Owners and Masters of the Merchant Ships in which they have served.

Masters eligible for promotion to higher rank.

Masters are to be considered eligible to be promoted to the rank of Commander, or of Lieutenant, if, from distinguished service, the Admiralty should think proper to reward them by advancement to either of those ranks; and in such cases the time served as Master shall be considered as time served as Lieutenant; but no master is eligible for a Commander's Commission who has not served two years at sea as Master, or as Lieutenant and Master for the same period. Whenever a Master may be promoted under this regulation to the rank of Lieutenant, seniority as such shall be given to him from the date of his Commission as Master. Second Masters, in similar cases, are to be considered eligible for promotion to the rank of Lieutenant, provided they shall have served seven years at sea.

14.

2nd Masters.

To qualify an Officer to receive a Commission as Second Master, he must have served at least five years at sea in Her Majesty's Navy as Midshipman or Master's Assistant, and have passed such examinations as the Admiralty may, from time to time, direct; but no candidate shall be examined before he shall have attained the age of 19 years, nor after the age of 35.

Masters' Assistants entered as such with one or more years' sea time in some other capacity, either in the Royal Navy or Merchant Service, are not to be examined for Second Masters until they have attained the age of 19, and have completed a period of five years' service at sea, of which the last two years must have been as Masters' Assistant in the Royal Navy.

Merchant Service Officers may be admitted.

The Admiralty may, at their discretion, appoint gentlemen from the Merchant Service to be Second Masters or Acting Second Masters, in the Royal Navy, provided they shall have been five years at sea, three of which in the actual capacity of Master, Mate, or Officer of a Merchant Vessel; and further, that they pass the examinations prescribed for Second Masters or Acting Second Masters of the Royal Navy, as the case may be, are not less than 19, nor more than 35 years of age, and produce certificates of diligence, sobriety, and good conduct, from the Owners and Masters of the Merchant Ships in which they have served.

15.

Master's Assistant.

To qualify a gentleman for an appointment as Masters' Assistant, he must not be less than 14, nor more than 16 years of age (unless he shall have been at sea previous to his entry as a Master's Assistant, in which case the age is extended to 18, provided he has served one year at sea,—

and to 20, provided he has served two years at sea), and he must pass such examinations as the Admiralty may, from time to time, direct.

16.

Gunner.

To qualify a person to receive a Gunner's Warrant, he must have been at sea at least seven years, one complete year of which as Petty Officer or Seaman Gunner, in Her Majesty's Navy, and possess a first-class certificate in Gunnery; he must also pass such examinations as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35.

17.

Boatswain.

To qualify a person to receive a Boatswain's Warrant, he must have been at sea at least seven years, one complete year of which with the rating, and actually doing the duty of a Petty Officer in Her Majesty's Navy; and shall pass such examination as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35.

18.

Carpenter.

To qualify a person to receive a Carpenter's Warrant, he must have served a regular Apprenticeship to a Shipwright, and have been six months, at least, Carpenter's Mate or Caulker, or twelve months with the rating of Shipwright or Carpenter's Crew in one or more of Her Majesty's Ships; and shall pass such examination as the Admiralty may, from time to time, direct; but no candidate is to be examined before he shall have attained the age of 21 years, nor after the age of 35.

19.

Warrant Officers eligible for promotion to higher rank.

Gunners, Boatswains, and Carpenters, of exemplary conduct, who may distinguish themselves by acts of gallantry and daring in the Service, shall be considered eligible to hold Commissions in Her Majesty's Fleet, in such rank or position as the Admiralty may deem them, after undergoing an examination, worthy to receive, and competent to fill.

§ II.—Civil Branch.

1.

Chaplain.

A Chaplain shall be a Clergyman of the Established Church of England and Ireland, in Priest's Orders; and shall produce such testimonials of his conduct and fitness for the station as the Admiralty may require.

2.

Inspector-General.

To be eligible for a Commission as Inspector-General of Hospitals and Fleets, the Officer must have served five years at home, or three years abroad, in the rank of Deputy Inspector-General.

3.

Deputy Inspector-General.

To be eligible for a Commission as Deputy Inspector-General of Hospitals and Fleets, the Officer must have served ten years in the Royal Navy on Full-pay, of which three at least must have been passed in one or more of Her Majesty's Ships, on some one or more Foreign Stations, with the rank of Surgeon.

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4.

Surgeon.

To qualify an Officer to receive a Commission as Surgeon, he must have passed such examinations as the Admiralty may, from time to time, require,—and have served on Full-pay, with the commission of Assistant-Surgeon, for five years, of which two at least shall have been passed on board one or more of Her Majesty's sea-going Ships.

Staff-Surgeon.

Surgeons, after twenty years' service on Full-pay,—ten of which in the rank of Surgeon,—shall be styled "Staff-Surgeons."

5.

Service to qualify Medical Officers may be shortened.

In cases of emergency, or when the good of Her Majesty's Service may render such alteration desirable, it will be competent for the Admiralty to shorten the several periods of service mentioned in the above Articles (2, 3, and 4), in such manner as they shall deem fit and expedient.

6.

Assistant Surgeon.

No Candidate shall be admitted to the examination for a Commission in the Medical Department of the Royal Navy who does not possess such a diploma as would qualify a civilian to practise Medicine and Surgery; and no such candidate shall receive a Commission as Assistant-Surgeon, until he shall have satisfactorily passed an examination in Naval Surgery and Hygiène before a Board of Examiners, appointed by the Admiralty. Candidates for entry as Assistant-Surgeons, must not be under 20, nor above 26 years of age.

7.

Secretary.

To qualify an Officer to receive an appointment as Secretary, he must be on the list of Secretaries, Paymasters, or Assistant-Paymasters of the Royal Navy.

When to be removed to permanent List as such.

Officers on completing twelve years' service in the rank of Secretary to Flag Officers or Commodores of the First Class, will be removed from the Paymasters' or Assistant-Paymasters' List, and placed on the permanent List of Secretaries.

8.

Paymaster-in-chief.

To qualify an Officer to receive a Commission as Paymaster-in-Chief, he must be a Paymaster, with long and meritorious sea-service. The rank of Paymaster-in chief is a retired rank.

9.

Paymaster.

To qualify an Officer to receive a Commission as Paymaster, he must have served three complete years as the Secretary of a Flag Officer or Commodore of the First or Second Class, or as Clerk to the Secretary of a Flag Officer or Commodore of the First Class, or as a Clerk in Her Majesty's Navy, or in any one or more of those capacities, comprehending a period of three years in the aggregate, and must have been so borne on the books of one or more of Her Majesty's Ships for three complete years, and must also be at least 21 years of age, and have passed such examinations as the Admiralty may, from time to time, direct.

Classification.

Paymasters are divided into four classes; the first class is to consist of the first 30 Paymasters on the List,—the second class of the next 60,—the third class of the next 80,—and the fourth class of the remainder.

No Paymaster, however, when paid off or superseded from one Ship, will be appointed to another, or advanced to a higher class, unless he shall have rendered and passed his Accounts in Office in a creditable manner, have exercised due economy in the expenditure of the Stores entrusted to his charge, and have discharged his duties with zeal and attention. **If not attentive to duties.**

10.

To qualify a Clerk to receive a Commission as Assistant-Paymaster, he must have been examined and found in every respect qualified for the rank of Paymaster, as directed in the preceding Article. **Assistant Paymaster.**

Assistant-Paymasters are divided into two classes; the first class is to consist of those who have served on full-pay as such for 4 years and upwards,—and the second class of those who have served less than 4 years. **Classification.**

11.

To qualify a gentleman for an appointment as Clerk, he must have served for the full period of one year as an Assistant Clerk, and been so borne for Full-pay on the books of one or more of Her Majesty's Ships; he must not be under 17 years of age, and must pass such examinations as the Admiralty may, from time to time, direct. **Clerk.**

12.

To qualify a gentleman for an appointment as Assistant Clerk, he must pass such examinations as the Admiralty may, from time to time, direct, and be not under 15, or above 19 years of age. **Assistant Clerk.**

13.

To qualify an Officer to receive a Commission as Inspector of Machinery afloat, he must have served as Chief Engineer, in one or more of Her Majesty's Ships, on Full-Pay, for five complete years. **Inspector of Machinery.**

14.

To qualify an Officer to receive a Commission as Chief Engineer, he must have served as Engineer in one or more of Her Majesty's Ships, on Full-Pay, for three complete years, and pass such examinations as the Admiralty may, from time to time, direct. **Chief Engineer.**

15.

To qualify an Officer to receive an appointment as Engineer, he must have served as First-Class Assistant-Engineer in one or more of Her Majesty's Ships, on Full-Pay, for two complete years, and pass such examinations as the Admiralty may, from time to time, direct. **Engineer.**

16.

To qualify an Officer to receive an appointment as First-Class Assistant-Engineer, he must have served as Second-Class Assistant-Engineer in one or more of Her Majesty's Ships, on Full-Pay, for three complete years, and pass such examinations as the Admiralty may, from time to time, direct. **1st Class Assistant Engineer.**

17.

To qualify a person to receive an appointment as Second-Class Assistant-Engineer, he must produce certificates of service in a Factory, or other proof of his acquaintance with Engine Work, and of his practical abilities as a mechanic; he must be not less than 18, nor more than 28 years of age, and pass such examinations as the Admiralty may, from time to time, direct. **2nd Class Assistant Engineer.**

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18.

Service to qualify Engineer Officers may be shortened, &c.

In the event of the exigencies of the Service requiring the entry or advancement of Engineer Officers who may not have served the periods mentioned in the preceding Articles (13, 14, 15, 16, and 17), but in other respects may produce proof of their qualifications for the duties they are to perform, a deviation from the general regulations with regard to the entry, examination, and advancement of such Engineers may be allowed, at the discretion, in each particular instance, of the Admiralty.

19.

Naval Instructor.

To qualify a gentleman for an appointment as Naval Instructor, he must produce a certificate of his age, and testimonials of good character, and pass such examinations as the Admiralty may, from time to time, direct; but no person will be considered eligible for the situation who is under 20, or more than 35 years of age.

Chaplains examined Abroad.

Commanders-in chief on Foreign Stations may direct any Chaplains, serving in the ships under their orders, who may desire to pass for the situation of Naval Instructor, to be examined according to the form prescribed, and, if found qualified, they may be appointed, pending the approval of the Admiralty, as Chaplains and Acting Naval Instructors to any of Her Majesty's Ships in which there may be a vacancy, giving a preference, when there is more than one vacancy on the Station, to that Ship bearing the greatest number of subordinate Officers requiring instruction.

On return to England after being examined Abroad.

Every Chaplain who may have passed abroad, and been found qualified to hold an appointment as acting Naval Instructor, must, within three months of his return to England, pass the final examinations at the Royal Naval College, and on board H.M.S. "Excellent," without which he will not be confirmed; and until such final examinations be passed, no further appointment as Naval Instructor will be granted to him.

§ III.—Officers in General.

1.

Reserved and Retired Officers called into Active Service.

Whenever Her Majesty may be pleased, by Her Order in Council, to call Officers from the Reserved or Retired Lists into Active Service in case of War, or of emergency, Her Majesty has been pleased to approve that such Officers as may be so employed, shall be, in all respects, entitled to the pay and emoluments of their respective ranks on the Active List.

2.

Producing false certificates.

If any Candidate for examination, in either the Military or Civil Branch, shall knowingly produce false certificates of his age, service, or conduct, he shall thereby be rendered incapable of ever receiving any Commission in Her Majesty's Navy; and if the falsehood of such certificates shall not be discovered until after he has obtained promotion, he shall, whenever it may be discovered, be dismissed from the Navy, whatever rank he may at the time have attained. And no Candidate shall be allowed to reckon, as time served to render him eligible for examination, any period for which he may not produce certificates of sobriety and good conduct from the Captains of the Ships in which he has been employed.

When time shall not be allowed to reckon.

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CHAPTER VIII.

EXAMINATION OF OFFICERS.

I. *General.*
II. *Military Branch.*
III. *Civil Branch.*

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§ I.—GENERAL.

1.

THE very important duty of examining Officers touching their qualifications for the Service, or for higher and more responsible situations therein, is to be conducted with invariable strictness and impartiality, and in accordance with the following instructions. The qualifications required are stated against each grade, or will be found in the form of Certificates of examination in the Appendix; but in no case is the examination of a Candidate to be commenced until the examining Officers shall have satisfied themselves that he is in all respects eligible by age, service, &c., according to the Regulations in force on those points, nor unless he shall produce Certificates of sobriety and good conduct for the full period of service necessary to qualify him for examination,—duly signed by the respective Captains under whose command he has been,—especially from the Captain of the Ship in which he may be at the time serving, or, if not then serving, from the Captain of the ship to which he last belonged.

Examinations to be strictly and impartially conducted.

(Vide Chap. VII.)

Certificates of Good Conduct.

All passing Certificates are to be made out in duplicate; one copy to be transmitted to the Commander-in-chief, for the Secretary of the Admiralty, and the other to be delivered to the Officer examined.

Passing Certificates.

2.

Officers whose period of service is not clearly stated on their Certificates may, through their respective Captains. apply to the Secretary of the Admiralty (for the Accountant-General of the Navy) to have their time taken out from the Admiralty records; and such applications are to be made in the Form given in the Appendix, the applicants in every case inserting the names of the Ships in which they have served, and the date of entry in and discharge from each, as correctly as possible.

Time of Service may be applied for.

Appendix, 139.

§ II.—MILITARY BRANCH.

1.

FOR NAVAL CADET.—Every Candidate, on obtaining a nomination, will be required to pass an examination at the Royal Naval College at Portsmouth, within three months of nomination.* In special cases of nominations granted to the sons of natives of Her Majesty's Colonies, a

Naval Cadet.

Special cases.

* These Examinations will take place on the first Wednesdays in the months of March, June, September, and December.

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Candidate will be allowed to pass a preliminary examination on board the Flag or Senior Officer's Ship on the Station; but such examination must be passed in strict accordance with these Regulations, and should the Candidate be found qualified, it will still be necessary that he should be sent to England, to be entered on board a Training Ship, where he will be subject to the same Regulations as other Cadets.

2.

Naval Cadet, examination at the College.

Candidates will be required—

I. To produce a Certificate of Birth, or Declaration thereof made before a Magistrate.

II. To be in good health, and fit for the Service, that is, free from impediment of speech, defect of vision, rupture, or other physical inefficiency.

III. To write English correctly from dictation, and in a legible hand.

IV. To read, translate, and parse an easy passage from Latin, or from some Foreign Living Language.

N.B.—The aid of a Dictionary will be allowed for these Translations.

And to have a satisfactory knowledge of—

V. The leading facts of Scripture and English History.

VI. Modern Geography, in so far as relates to a knowledge of the principal Countries, Capitals, Mountains, and Rivers. To be able to point out the position of a place on a map when its Latitude and Longitude are given.

VII. Arithmetic, including Proportion, and a fair knowledge of Vulgar and Decimal Fractions.

VIII. A knowledge of the Definitions and Axioms of the First Book of Euclid.

As Drawing will prove a most useful qualification for Naval Officers, it is recommended that Candidates for the Service should be instructed therein.

3.

If found to be unqualified.

If the Candidate be found unqualified at his first Examination, he will be allowed a second trial at the next Quarterly Examination. Should he not pass this second Examination, he will be finally rejected.

4.

Appointment to, and Instruction in Training Ship.

If the Candidate succeeds in passing the required Examination, he will be at once appointed to a Training Ship for the purpose of instruction in the following subjects; namely,—

I. In Algebra, Simple Equations.

II. The Elements of Geometry.

III. Plane Trigonometry, and the solution of practical and useful problems.

IV. Spherical Trigonometry, the mode of solving Triangles, and its application to simple Astronomical problems.

V. In Navigation—A Day's Work and Meridional Altitudes; Longitude by Chronometer; Construction and use of Charts.

VI. Nautical Instruments—To explain and use the Sextant, Azimuth Compass, Artificial Horizon, and Theodolite.

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VII. The use of the Globes, with correct definitions of Latitude, Longitude, Azimuth, Amplitude, and other circles of the Sphere.
VIII. French and Drawing.
IX. Rigging and Seamanship.*

5.

Quarterly Examinations will be held on board the Training Ship, when any Cadet may be examined in the subjects specified in the preceding Article, and in those branches of knowledge, except Latin, mentioned in Article 2. Quarterly Examination in Training Ship.

6.

If a Cadet be found, at the Quarterly Examinations, not to have made sufficient progress, or if, by indifferent conduct or idle habits on board the Training Ship, he shall show his unfitness for the Service, it will be the duty of the Captain to make a special report thereof to the Admiralty, in order that the Cadet may be at once removed from the Navy. Cadet in Training Ship reported unfit for the Service.

7.

When a Cadet shall have completed twelve months' instruction, exclusive of vacations, in the Training Ship, he will be examined, and should he obtain a Certificate of Proficiency, he will be discharged into a Sea-going Ship. In case a Cadet should be unavoidably prevented by illness from acquiring the knowledge necessary to enable him to pass at the end of twelve months, his examination may, with the sanction of the Admiralty, be deferred for three months. After being 12 months in Training Ship.

Certificates must be produced, approved by the Captain, from the Master of the Ship, that the Candidate has gone through, and is competent in, the course of instruction in Rigging and Seamanship; and from the Naval Instructor, as to the Candidate's attention to the various branches of his education, as well as to his general conduct whilst on board the Training Ship. Certificates to be produced by Cadet.

8.

On leaving the Training Ship :— Time allowed to Cadets.

I. A Cadet who shall obtain a First-Class Certificate will be entitled to count twelve months sea-time, and will be rated Midshipman.
II. A Cadet who shall obtain a Second-Class Certificate will be entitled to count six months' sea-time, and will be rated Midshipman after a service of six months in a sea going ship, provided he shall pass the required examination.
III. A Cadet who shall obtain a Third-Class Certificate, will not be entitled to count any sea-time, and will be rated Midshipman after a service of twelve months in a sea-going ship, provided he shall pass the required examination,
IV. A Cadet who does not obtain a Certificate will be discharged as unfit for the Service.

9.

A Cadet who shall obtain either a Second or Third-Class Certificate from the Training Ship, will be required to pass the following examination before being eligible for the rating of Midshipman by which it must be shown,— For Midshipman.

I. That he has kept up a knowledge of his former instruction,

* List of Instruments and Books which each Candidate will be required to have on Entry,— I. Sextant. II. Case of Mathematical Instruments, containing a good Protractor. III. Spy Glass. IV. French Grammar, and a Dictionary containing Sea Terms. V. A Book on Navigation. VI. Euclid's Elements. VII. Book of Geography (Sullivan's 2s. Ed.). VIII. Book on use of Mathematical and Nautical Instruments. IX. A Book on the Steam Engine. X. Colenso's Arithmetic and Algebra. XI. Jean's Trigonometry. XII. Boyd's Naval Cadet's Manual.

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II. That he is able to work a day's work by Tables as well as by Projection; to find the Latitude by Observation of the Meridian Altitude of the Sun, Moon, and Stars; Longitude by Chronometer; and to work an Amplitude.

III. That he understands and can explain the use of the Sextant and Azimuth Compass, and the mode of Observing with them. At each examination the Candidate will be required to show that his sextant and other instruments are in good order.

IV. He must produce Log Books, kept by himself, from the time of his entry into a sea-going ship, and Certificates of good conduct.

V. He will also be required to have a fair knowledge of Steering and Managing a Boat under Oars and Sail; of Knotting and Splicing, Rigging Lower Masts and Yards, &c., the use of the Hand and Deep-Sea Lead; and also the simple exercise of the Great Guns.

Appendix, 177.

If found qualified, the Candidate is to receive from the Examining Officers a Certificate in the Form given in the Appendix, and is forthwith to be rated Midshipman.

10.

Intermediate Examination of Midshipman.

A Midshipman when he shall have served two years and a-half in that rank, will be required to pass the following Examination:—

I. In Practical Navigation, showing that he understands the principle of Navigating a Ship from one distant port to another, by Dead Reckoning and by his own observations; and that he can explain the principles of the same; and that he can also take and work a double Altitude and Azimuth.

II. A sufficient knowledge of a Chart to enable him to place thereon the position of the Ship by Observation as well as by Cross Bearings; and to lay off the True and Compass Courses.

III. Such knowledge of Nautical Surveying, as may enable him to measure a base line and determine positions by angles, and the manner of ascertaining heights and distances.

IV. If he has served in a steam vessel, an acquaintance with the different parts and working of the Steam Engine.

V. A proficiency in French to be attained if he has had an opportunity.

VI. He must be a good practical observer, and his Sextant must be produced in good order.

VII. He must produce Log Books kept by himself from the time of his entry into a sea-going ship and Certificates of Good Conduct

VIII. He is likewise to be examined as to his progress in the knowledge of rigging of Masts, Bowsprits, &c, in getting tops over and placing a lower cap, in setting up rigging, and especially as to the precautions required in staying lower Masts; in hoisting a quarter or stern boat up in a strong breeze with a Sea on; in making up a course and topsail for bending at Sea; in shifting topmasts, yards, and sails at Sea, and the effect of the sails on the Ship both in tacking and wearing; in the detail arrangements for mooring and unmooring Ships and getting under way, and the use of the Hand and Deep Sea Leads. He must likewise know the Great Gun and Small Arm Exercises, the use of Tangent Sights, the charges for the Guns of the Ship, and be able to exercise the Men at his Quarters. A report of the progress he had made in each of the above subjects is to be given in the Half-Yearly Return.

By whom to be conducted.

This examination is to be conducted by the Officer in command, not below the rank of Commander,* and the next Senior Officer in the Ship; and the examinations in Navigation, in the presence of a Captain or Commander, by two Naval Instructors when it may be practicable, or by a Naval Instructor and a Master, or where there is no Naval Instructor by two Masters; that in Gunnery by a Gunnery or other competent Officer. The Candidate is to be required to take and work out his own observations for Latitude, Longitude, Variation, &c., as the

* If the Officer in command be below the rank of Commander (and there be no Senior Officer present) the Candidate may be provisionally examined by him; but he must be brought forward for re-examination on the first occasion of proper Officers being fallen in with.

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case may be. First or Second-Class Certificates, in the Form in the Appendix, are to be given, according to the merit of the Candidate, or he is to be rejected if found incompetent; and the period that may elapse from the date of his being so rejected, to the date of his passing this intermediate examination, shall not be allowed to him as Sea Time. *Appendix*, 36.

11.

All Midshipmen, until they shall have passed their examinations for Lieutenant, are to keep a book in which the Ship's reckoning is to be worked out and noted, and when they are at sea this book is to be sent in every day to the Captain. It is also to be produced at their Examinations; and during the last six months of their service as Midshipmen it must contain the working of the following Observations; namely:— Work book to be kept. Observations.

	No. of Obs.
I. To find the index correction	
By Sea Horizon	10
By measuring the Sun's diameter off and on the Arc	
II. To find Latitude	
By altitude of Sun or Stars, near the Meridian	5
By Meridian altitude of Sun	10
By Meridian altitude of Moon or Stars	10
By altitude of Pole Star	10
III. To find Longitude by Chronometer	
By altitude of Sun	10
By altitude of Moon or Stars	10
IV. To find variation of Compass	
By altitude of Sun and Compass bearing	5
By time at ship noted and Compass bearing	3
By Amplitude	5
V. To find Latitude	
By double altitude of Sun or Stars	3
VI. To find Longitude	
By Lunar	5
VII. To find error and rate of Chronometer by altitudes on shore with artificial Horizon	
By single altitude*	5
By equal altitudes*	2

No Candidate can be examined at the Royal Naval College for the rank of Lieutenant or Master who has not, during the last six months of his service, taken and worked out the number of observations specified in this Article; and in proof of his having done so, he must produce a Certificate, in the Form given in the Appendix, signed by the Naval Instructor, or, where no Naval Instructor is borne, by the Master, and approved by the Captain. If the Candidate shall change his Ship at any time during the last six months of his service prior to going up for examination, he must obtain the Certificate before-mentioned, from Candidate not to be examined unless he has taken and worked out certain observations. *Appendix*, 44.

* In case the Candidate should not have had an opportunity of taking the required Observations by artificial Horizon, while belonging to a Ship, he may be allowed to take them at the College.

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the Ship he leaves, of the number and description of observations taken and worked out by him for the broken period.

12.

Lieutenant.

For Lieutenant.—A Midshipman, having completed his term of service, and being 19 years of age,—provided he is in all respects qualified according to the foregoing Regulations and Instructions, and provided also that he produces Log Books kept by himself from the date of his entry into a sea-going Ship,—may present himself to pass his examination for the rank of Lieutenant.

By whom to be conducted

The examination, for the rank of Lieutenant, is to be conducted, by order of the Senior Officer present, by three Captains or Commanders, assisted by a Gunnery Officer and a Naval Instructor, or, when there is no Naval Instructor, by a Master, and, if the Candidate passes successfully, he is to receive a certificate to that effect, and from the Commander-in-chief or Senior Officer present an acting order as Sub Lieutenant, dated on the day of his examination; but a Midshipman who is serving in a Ship so far separated from other Ships that the requisite number of proper examining Officers cannot be obtained, may be provisionally examined by the Officer commanding his own Ship, with the aid of other competent Officers,—Commander, Lieutenant, Master or Second Master, Naval Instructor, and a Gunnery Officer, or such of them as may be present,—and if they find him to be duly qualified, they are to give him a Certificate to that effect, and the Officer in command is forthwith to grant him an acting order as Sub-Lieutenant. In the latter case, the Candidate must be re-examined on the *first* opportunity that shall afterwards offer, by three Captains or Commanders, a Gunnery Officer, &c., and if he passes successfully he will receive a further Certificate from the examining Officers, and, from the Commander-in-chief or Senior Officer, an acting order as Sub Lieutenant, to take rank from the date of his provisional Certificate, which acting order will be confirmed by the Admiralty on his passing the final examinations at Portsmouth within the prescribed period. In the event of an Officer being rejected at a second examination in Seamanship, he is to revert to the rating of Midshipman from the day on which he was so rejected.

Appendix, 32.

Appendix, 32.

Appendix, 32.

If rejected.

13.

May proceed to Portsmouth for examination.

In cases where an Officer's absence from his Ship may not be likely to occasion any particular inconvenience, he may be allowed to proceed to Portsmouth one month before the examination day at the College, to enable him to pass in Gunnery previous to his undergoing the examinations at the College; but no Officer is to be permitted to remain behind from his Ship, for the purpose of passing, if such Ship be about to sail for a Foreign Station.*

Exception.

14.

Order of examinations in Gunnery and Navigation.

All Midshipmen and Acting Sub-Lieutenants, whatever rank they may have attained under the provisions of Article 3, at page 38, will be required to undergo their final examinations, in Gunnery, Navigation, &c., at Portsmouth, in the following order:—

* The provisions of this Article are applicable also to Officers requiring to pass at the College for Master or Second Master.

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I. In Gunnery—On board the "Excellent." **Gunnery.**

Examination Days—On the fourth Monday in each month, at 9 A.M.

II. In Navigation, the Steam Engine, &c.—At the Royal Naval College. **Navigation, &c.**

Examination Days—On the second Wednesday in each month, at 9 A.M.

15.

Officers, being or arriving in England, who have passed in Seamanship for the rank of Lieutenant, (but not in Gunnery and Navigation,) must, with the approval of the Commander-in-chief or senior Officer at the port at which they may have arrived, or been paid off, or where they may have passed in Seamanship, present themselves for examination in Gunnery on board H.M.S. "Excellent," at Portsmouth, on the first examination day after their arrival in England, or passing in Seamanship at home, or paying off, as the case may be. And all such Officers must present themselves for examination in Navigation, &c., at the Royal Naval College, *at the latest*, on the third examination day at that establishment after their arrival in England, or passing in Seamanship at home, or paying off, as the case may be; and they must have passed in Gunnery prior to their being examined at the College.

Officers passed in Seamanship to pass in Gunnery.

And after passing in Gunnery to present themselves for examination at the College.

16.

The non-appearance of an Officer for the College examination at the times required by these regulations will be considered as an acknowledgment of his not being qualified, and he will, (unless under certified ill health or other very special circumstance, to be reported at the time,) be dealt with in the same manner as if he had been actually rejected on each day on which he might have appeared.

Forfeiture for non-appearance.

17.

Any Officer rejected on his first examination at the College, will incur the forfeiture of three months seniority in his rank as Sub-Lieutenant, or as Second Master, or any higher rank which he may have attained. He may present himself, on the next examination day, but a second rejection will incur the forfeiture of three months more seniority as Sub-Lieutenant, or Second Master, as the case may be; and any higher appointment he may hold, the confirmation of which may be depending on his passing, will, on the second rejection, become forfeited; a Sub-Lieutenant may again present himself on the next examination day,—and a 2nd Master at the expiration of three months from his last examination day,—but a third rejection will cause their names to be removed from the list of the Navy.

Forfeiture of seniority on failing to pass at the College.

18.

The Captain of the Ship from whence Officers are sent for examination is to see that they take with them satisfactory proof* of their being of the age required by the Queen's Regulations, certificates of service and of good conduct to the day of being so sent, certificates of previous examinations, log books, work books, and all other documents that may, from time to time, be required for the information and inspection of the examining Officers.†

Documents to be produced to examining Officers.

* Certificate of Birth, or Declaration thereof made before a Magistrate.

† The provisions of this Article are applicable also to Officers requiring to pass for Master or Second Master. All certificates of service, &c., in the Mercantile Marine must be attested by the Board of Trade.

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19.

Return of Officers for examination.

Whenever Officers are sent to Portsmouth for examination, the Captain of the Ship to which they belong is to transmit, for the Commander-in-chief at that Port, a return of such Officers, in the Form given in the Appendix, which return will be forwarded to the Captain of the "Excellent." A similar return is to be transmitted from all Ships on the day of paying off, of Officers who have passed in seamanship.*

Appendix, 45.

20.

Candidates for examination as Lieutenants when at Portsmouth to be checked to the College.

Officers who may proceed to Portsmouth to pass their final examinations for the rank of Lieutenant, will be borne on the books of H.M.S. "Excellent," as supernumeraries for victuals only, and will be checked to the Royal Naval College with an allowance of 1*s.* 6*d.* a day in lieu of provisions. Officers on full pay will be checked of their provisions on board their respective ships while at the College, and those not belonging to a ship will receive the benefit of the allowance. They are to conform to such rules as the Captain of H.M.S. "Excellent" may, from to time, establish for the maintenance of proper order and discipline amongst supernumerary Officers so circumstanced, and for ensuring the utmost attention and application to their professional acquirements and studies.

Discipline to be observed.

To reside in the College.

As many officers as can be accommodated with cabins, will be required to reside entirely in the College. Officers who cannot be so accommodated, will be received on board the "Excellent" until cabins are vacant for them in the College, therefore they are not to be allowed to sleep or mess in the town.

To be within the walls by 9·30 P.M.

Officers will be expected to be within the walls of the College by half past nine o'clock in the evening. In the event of any infringement of this rule occurring, a report will be made of it in the morning to the Captain Superintendent, who will take such steps as he may think right to prevent a recurrence of the irregularity.

Library.

The Library will at all times be open to officers subject to the rules now in force, but no Books are to be taken out of it.

Study.

The Study for the permanent officers is reserved for their exclusive use until 4 P.M. After that hour it may be used by other Officers studying in the College until lights are put out in the evening. The Library, however, may at all times be used for the purposes of study.

21.

If an Officer be rejected in seamanship.

In the event of an Officer being rejected in seamanship for a certain period, he will be appointed to a sea-going Ship, in order that he may pass his time as much as possible at sea, and he will at once be discharged to the Flag-Ship to wait a passage.*

22.

Master's Assistant.

FOR MASTER'S ASSISTANT.—Every Candidate, on obtaining a nomination, will be required to pass at one of the general examination days at the Royal Naval College, within three months of nomination.

* The provisions of this Article are applicable also to Officers requiring to pass for Master or Second Master.

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23.

Candidates will be required to produce a Certificate of Birth, or a declaration thereof made before a Magistrate; they must be in good health, and fit for the Service, that is, free from impediment of speech, defect of vision, or other physical inefficiency. **Documents to be produced on entry.**

24.

Candidates between 14 and 15 years of age will be required:— **Master's Assistant 14 and 15 years of age.**

I. To write English correctly from dictation, and in a legible hand.

And to have a satisfactory knowledge of—

II. The leading facts of Scripture History.

III. Modern Geography, in so far as relates to a knowledge of the principal Countries, Capitals, Mountains, and Rivers. To be able to point out the position of a place on a Map when its Latitude and Longitude are given.

IV. Arithmetic, including Proportion, and a fair knowledge of Vulgar and Decimal Fractions.

V. Algebra, including Fractions.

VI. The First Book of Euclid to Proposition XXXII inclusive.

25.

Candidates between 15 and 16 years of age, in addition to the examinations required for those between the ages of 14 and 15, must have a knowledge of— **Ditto 15 and 16 years of age.**

I. The use of the Globes, with correct definitions of Latitude, Longitude, Amplitude, and the other circles of the Sphere.

II. Vulgar and Decimal Fractions.

III. Algebra, including Simple Equations.

IV. The First Book of Euclid.

V. A practical knowledge of the elements of Plane Trigonometry, and its application to the numerical solution of easy and useful problems.

As drawing will prove a most useful qualification for Naval Officers, it is recommended that Candidates for the Service should be instructed therein.

26.

If entered between 16 and 18 years of age, the Candidate must produce proof of having served one year at sea; and, in addition to the qualifications necessary for Master's Assistants entered between 15 and 16 years of age, he will be required to understand the practical use of the Sextant, and the mode of keeping a Ship's reckoning by working a day's work, and of obtaining the latitude by observation. **Ditto 16 and 18 years of age.**

27.

If entered between 18 and 20 years of age, the Candidate must produce proof of having served two years at sea; and, in addition to the qualifications required by Article 26, he must know the mode of obtaining the longitude by chronometers, and of ascertaining the variation of the compass; and such Candidates will be examined at the College after they have obtained a certificate from the Captain and Master of the Training Ship at Portsmouth that they can explain the mode of rigging the lower masts and bowsprit, and the more simple evolutions of working a Ship under plain sail. **Ditto 18 and 20 years of age.**

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28.

Intermediate examination of Master's Assistant.

When a Master's Assistant entered between 14 and 16 years of age, has completed three years' service in that rating, he must undergo the examination laid down for Midshipmen, in Article 10,—with the exception of French. The Candidate's knowledge of Gunnery, however, need not extend beyond the simple exercise of the Great Guns; but he must show a fair amount of proficiency in the Small Arm and Cutlass exercises, and of his acquaintance with the stowage of Ships' Holds, as well as the mode of laying out and weighing anchors by boats.

If entered with previous sea time.

This intermediate examination, in the case of Masters' Assistants who have entered as such with one year or more of sea time, is to be so regulated that the Candidate may have at least one year longer to serve as a Master's Assistant in the Royal Navy before being eligible for examination as Master or Second Master.

Certificates.

Appendix, 36.

At these examinations, first or second-class Certificates, in the Form in the Appendix, are to be given according to the merit of the Candidate, or he is to be rejected if found incompetent; and the period that may elapse from the date of his being so rejected, to the date of his passing the intermediate examination, shall not be allowed to him as sea time.

29.

Master, or 2nd Master.

For Master or Second Master.—A Master's Assistant, from the date of his passing the examination referred to in Article 28, must (in case he should not have been allowed one year or more of sea time in some other capacity, either in the Royal Navy or Merchant Service), continue to serve in that rank for a further period of two years; and, having completed such two years' service, he may—provided he is in all respects qualified—according to the foregoing Regulations and Instructions, and provided also that he produces Log Books kept by himself from the date of his entry into a sea-going Ship, present himself for examination for the rank of Master or Second Master.

If entered with previous sea time.

If the Candidate shall have entered with one year or more of sea time his examination for the rank of Master or Second Master, may be proceeded with after he shall have served one year from the date of the intermediate examination referred to in Article 28, provided he be in all other respects qualified.

By whom to be conducted.

Appendix, 32.

The examination, for the rank of Master or Second Master, is to be conducted, by order of the Senior Officer present, by a Captain or Commander, assisted by three Masters, and, if the Candidate passes successfully, he is to receive a certificate to that effect, and from the Commander-in-chief or Senior Officer present an acting order as Second Master, dated on the day of his examination; but a Master's Assistant, who is serving in a Ship so far separated from other ships that the

him an acting order as Second Master. In the latter case, the Candidate must be examined on the *first* opportunity that shall afterwards offer by a Captain or Commander, assisted by three Masters, and if he passes successfully he will receive a further Certificate from the examining Officers, and, from the Commander-in-chief or Senior Officer, an acting order as Second Master, to take rank from his first provisional certificate, which acting order will be confirmed by the Admiralty on passing his final examinations in Navigation and Pilotage within the prescribed period. In the event of an Officer being rejected at a second examination in Seamanship, he is to revert to the rating of Master's Assistant from the day on which he was so rejected.

Appendix, 32.

If rejected.

30.

Acting Masters, Acting Second Masters, and Masters' Assistants, proceeding to Portsmouth for the purpose of being examined, will, on producing their final passing certificate in Seamanship, be received on board the Flag-ship as supernumeraries for victuals only, for the purpose of studying under the Naval Instructor of that Ship.

Acting Masters, &c., to be received in Flag-ship at Portsmouth.

The Officers thus received in the Flag-ship will be permitted to remain until the *second* examination day at the College after they shall have joined the Flag-ship (provided they shall have lost no time in joining, after their arrival in England or being paid-off); after which, if they shall have failed to present themselves for examination, or have been rejected, they will be discharged to the ship to which they may belong, or to the shore.

How long they may remain in the Flag-ship.

An Officer who shall have been thus discharged, after failing to pass on the second examination day, will not be allowed to present himself again, for his *final* trial, until after the expiration of three months from the date of such examination day, and should he then pass, his seniority will date nine months subsequently to the day when he passed in Seamanship, provided he shall afterwards pass, within the regulated period, at the Trinity House.

If rejected on second trial.

Forfeiture of seniority.

The date of each Officer's reception in the Flag-ship is to be noted on the certificate of his having passed at the College, as well as the date of his arrival in England, or of his being paid-off.

Date of reception in Flag ship, &c., to be noted.

31.

Officers having passed in Seamanship and in Navigation for the rank of Master or Second Master will not be confirmed in either of those ranks, unless, within one month after passing at the College, they shall pass the necessary examination at the Trinity House.*

Passing at the Trinity House.

Officers appearing before the Trinity Board for the purpose of passing in Pilotage must be qualified to take charge as Pilot of any of Her Majesty's Frigates for the coasts and ports for which Masters have hitherto been examined; and when they shall have served three years at least in Frigates or Sloops, they may be further examined as to their qualifications to take charge of Line of Battle Ships, but in this exami-

Qualifications in Pilotage.

* Masters passing for Line of Battle Ships are required to be thoroughly acquainted with the pilotage of the English Channel,—from the bank of soundings, at the entrance, to the North Foreland—including the pilotage of Plymouth Sound, Hamoaze, inside the Isle of Wight, and the Downs. The same qualifications are required from Masters of Frigates and Sloops, and from Second Masters, with the exception of the pilotage of Hamoaze.

nation it will be required that they pass for the largest description of 1st Rates. In the event of an Officer serving abroad as Acting Master of a Line of Battle Ship, the time so served may reckon as part of the aforesaid three years.

The class of Ship, of which Officers are capable of taking charge as Pilots, will be stated in the certificate granted to them by the Trinity House.

Pilotage Officers desiring to be examined as to knowledge of.

All Officers desirous of being examined in Pilotage at the Trinity House, either for the rank of Second Master, or as to their qualifications to serve as Masters of Frigates, or of Line of Battle ships, should present themselves at the Admiralty, bringing with them a certificate of their birth, and also their original certificates for the entire period they have been employed in Her Majesty's Service, or in Merchant Ships, in each of which certificates the word Sobriety must be included. Similar certificates must be produced by Officers presenting themselves to pass in Navigation at the Royal Naval College.

If rejected at the Trinity House.

Second Masters and Acting Second Masters, rejected at the Trinity Board Examination, will incur the same forfeitures as if they had been rejected at the Royal Naval College Examination in Navigation.

32.

Gunner.

For Gunner.—The Candidate must produce satisfactory proof of being qualified, according to the foregoing Regulations, and must produce his certificate of service, ability, and conduct, and proof of his age; he is then to be examined as to his being in all respects a good practical Seaman; that he knows the use and exercise of the Great Guns, and how to secure them and lash their muzzles; that he knows the proportion of powder for guns of every description, the method of filling the Cartridges, and the arrangement of them in the Magazine; also the management of shells and their Fuses, &c.; that he knows how to make wads for guns of different calibres, and how to make and fill musket cartridges: that he can write sufficiently well to keep a rough account of his stores in clear and intelligible writing, and that he understands the use of figures, and is in all respects capable of undertaking the duty and responsibility of a Gunner of one of Her Majesty's Ships; but to render a man eligible for *confirmation* as a Gunner, he must pass an examination, and obtain a *First-Class Certificate for Gunner* on board one of the Gunnery Depôts.

Appendix, 33.

The examination for the rank of Gunner is to be held, under the direction of the Commander-in-chief, or senior Officer present by a Master and three Gunners, in the presence of a Captain or Commander.

33.

Boatswain.

For Boatswain.—The Candidate must produce satisfactory proof of being qualified, according to the foregoing Regulations, and must produce his Certificate of Service, Ability, and Conduct, and proof of his Age; the Examining Officers must satisfy themselves that he is a thorough practical Seaman; that he perfectly understands the rigging of Ships, according to the Regulations of the Navy; that he knows how to stow and secure the Anchors, how to erect and secure Sheers, and how to get the tops on and off the Lower Masts; that he can write sufficiently well to keep a rough account of his Stores, in clear and intelligible writing; that he understands the use of figures; and that

he is, in all respects, capable of executing the duty of Boatswain of one of Her Majesty's Ships.

The examination for the rank of Boatswain is to be held under the direction of the Commander-in-chief, or senior Officer present, by a Master and three Boatswains, in the presence of a Captain or Commander. *Appendix*, 34.

34.

Carpenter.

FOR CARPENTER.—The Candidate must produce satisfactory proof of being qualified according to the foregoing Regulations, and must produce his Certificate of Service, Ability, and Conduct, and satisfactory proof of his being a good Shipwright, and proof of his Age; that he understands Caulking; that he knows how to fish Masts and Yards in a ready and an efficient manner, and to calculate the proper proportions for making them from rough Spars: that he can write sufficiently well to keep a rough Account of his Stores, in clear and intelligible writing; that he understands the use of figures; and that he is, in all respects, capable of executing the duty of Carpenter of one of Her Majesty's Ships.

The examination for the rank of Carpenter is to be held, under the direction of the Commander-in-chief, or senior Officer present, by a Master and three Carpenters, in the presence of a Captain or Commander. *Appendix*, 35.

§ III.—CIVIL BRANCH.

1.

Assistant Surgeon, or Surgeon.

FOR SURGEON OR ASSISTANT SURGEON.—No person will be admitted as an Assistant-Surgeon in the Royal Navy who shall not produce a Certificate of being registered under the Medical Act, and a Diploma from one of the Royal Colleges of Surgeons of England, Edinburgh, or Dublin; from the Faculty of Physicians and Surgeons of Glasgow; from Trinity College, Dublin, or from other Corporate Body legally entitled to grant a Diploma in Surgery; nor as a Surgeon, unless he shall produce a Certificate from one of the said Colleges, Faculty, or Corporate Body, founded on an examination to be passed subsequent to his appointment of Assistant Surgeon, as to his fitness for the situation of Surgeon in the Navy; and in every case the person producing such Diploma and Certificate shall also undergo a further examination, touching his qualification in all the necessary branches and points of Medicine and Surgery, both at the time of his entry, and after serving three years, to render himself eligible for Surgeon. Previously to the admission of Assistant-Surgeons into the Navy, it will be required that they produce proof of having received a preliminary classical education, and that they possess in particular a competent knowledge of Latin; also,

I. That they are of good moral character; the Certificate of which must be signed by the Clergyman of the Parish, or by a Magistrate of the District in which they have lately resided.

II. That they have served an apprenticeship, or have been engaged for not less than six months in Practical Pharmacy.

III. That their age be not less than 20 years, nor more than 26 years.

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Assistant Surgeon, or Surgeon.

IV. That they have actually attended a recognized Hospital for eighteen months subsequently to the age of 18, in which Hospital the average number of Patients is not less than 100.

V. That they have been engaged in actual dissections of the human body twelve months; the Certificate of which, from the Teacher, must state the number of subjects or parts dissected by the Candidate.

VI. That they have attended Lectures, &c., on the following subjects, at established Schools of Eminence, by Physicians or Surgeons of the recognized Colleges of Physicians and Surgeons in the United Kingdom, for periods not less than hereunder stated; observing, however, that such Lectures will not be admitted if the Teacher shall Lecture on more than one branch of Science, or if the Lectures on Anatomy, Surgery, and Medicine, be not attended during Winter Sessions of Six Months each.

Lectures.

Anatomy	Or General Anatomy, 12 Months ... ... and Comparative Anatomy, 6 Months	18 Months
Surgery	General Surgery, 12 Months ... ... Or Military Surgery, 6 Months ... ... and General Surgery, 6 Months	12 "
Theory of Medicine ...	If the Lectures on the Theory and Practice of Medicine be given in conjunction, then the period required is 12 Months	6 "
Practice of ditto		6 "
Clinical Lectures ... ... (at an Hospital as above)	On the Practice of Medicine	6 "
	On the Practice of Surgery	6 "
Chemistry	Or Lectures on Chemistry, 3 Months ... ... and Practical Chemistry, 3 Months	6 "
Materia Medica	... ...	6 "
Midwifery	Accompanied by Certificates stating the number of Midwifery cases personally attended	6 "
Botany	... ...	3 "

In addition to the Tickets for the Lectures, Certificates must be produced from the Professors, &c., by whom the Lectures were given, stating the periods (in months) *actually* attended by the Candidates. The time also of actual attendance at an Hospital or Infirmary must be certified; and the Tickets, as well as Certificates of attendance, age, moral character, &c., must be produced by the Candidate previously to his examination.

Although the above are the only qualifications which are absolutely required in Candidates for the appointment of Assistant-Surgeon a favourable consideration will be given to the cases of those who have obtained the degree of M.D. at either of the Universities of Oxford, Cambridge, Edinburgh, Dublin, Glasgow, London, or Aberdeen; or who, by possessing a knowledge of diseases of the eye, and of any branch of science connected with the profession, such as Medical Jurisprudence, Natural History, Natural Philosophy, &c., appear to be more peculiarly eligible for admission into the Service, observing, however, that lectures

2.

No Assistant-Surgeon will be promoted to the rank of Surgeon without a Certificate from one of the before-mentioned Colleges, Faculty, or Corporate Body; and not any Certificate of examination from any of the aforesaid Institutions shall be admitted toward the qualification for Surgeon, unless the Certificate shall be obtained on an examination passed after a period of not less than three years' actual service, observing, that no one can be admitted to an examination for Surgeon unless, as hereinbefore mentioned, be can produce a Certificate, together with the most satisfactory proof that he has performed, on the dead body, under the superintendence of a Professor or Teacher of known eminence, all the capital operations of surgery, and is perfectly competent to perform any operation with skill and dexterity, and thoroughly acquainted with the anatomy of the parts involved in such operation; without which qualification no one hereinafter can be promoted to the higher branches of the Service; and whenever Assistant-Surgeons already in the Service (whose professional education may not be in accordance with the above), obtain leave to study previously to their passing for Surgeon, they will be required on their examination to produce testimonials of their having availed themselves of the period of leave to complete their education agreeably to these Regulations generally. **Surgeon.**

3.

Assistant-Surgeons abroad, having three years' actual service may be provisionally examined for the rank of Surgeon, under the direction of the Commander-in-chief or senior Officer, by an Inspector or Deputy Inspector-General of Hospitals and Fleets (if there be either present), and three Surgeons, in the presence of a Captain or Commander. **Provisional examination for Surgeon.**

Appendix, 36.

4.

For Assistant Clerk.—The Candidate will be examined (within three months after being nominated) by the Captain and a Naval Instructor of the Flag Ship at Portsmouth, assisted by two Paymasters appointed to that duty by the Commander-in-chief. The examinations will take place on the Second Wednesday in the months of March, June, September, and December. **Assistant Clerk.**

He is to be required— **Documents to be produced by, and qualifications required of them.**

I. To produce a certificate of birth, or declaration thereof made before a magistrate, in proof of his being of the age required by the foregoing Regulations.

II. To be in good health, and fit for the Service, that is, free from impediment of speech, defect of vision, rupture, or other physical inefficiency.

III. To write English correctly from dictation, and in a good, legible hand.

IV. To read and translate French.

V. To have a competent knowledge of Arithmetic, including Vulgar and Decimal Fractions.

VI. To have a fair knowledge of Scripture and English History, and of Geography.

If the Candidate be found unqualified at his first examination, he may be re-examined on either the first or second subsequent examination days, provided he be not, at the time of such re-examination, beyond the age of 19. Should he fail in passing the second examination, he will be finally rejected. **If found to be unqualified.**

Appendix, 39 On passing the required examination, and obtaining a certificate to that effect, the Candidate will at once be appointed by the Admiralty to one of Her Majesty's Ships.

5.

Clerk. FOR CLERK.—I. An Assistant-Clerk having served one year in that capacity, and being 17 years of age, may, under the direction of the senior Officer present, be examined touching his qualifications for the rating of Clerk, by three Paymasters, in the presence of a Captain or Commander. On this occasion the examining Officers are to ascertain that the Candidate has a competent knowledge of Arithmetic, including Vulgar and Decimal Fractions, and that he is so far acquainted with the method of keeping and rendering Ships' Books and Accounts, as to enable him efficiently to perform the duties required of a Clerk of one of Her Majesty's Ships.

Qualifications.

Should the Candidate be found duly qualified, he is to receive a certificate from the examining Officers to that effect; and the Officer in command of the Ship in which he is serving, may forthwith rate him as Clerk.

Appendix, 38

Intermediate examination of Clerk. II. A Clerk, when he shall have served one year and a-half in that rank, is, under the direction of the senior Officer present, to be examined by three Paymasters, in the presence of a Captain or Commander. At this examination the Candidate must, in addition to the points mentioned in the preceding Article, show that he has a competent knowledge of the allowance of Provisions to the Fleet, and of the mode of issuing them. First or Second-Class Certificates are to be given, according to the merit of the Candidate, or he is to be rejected if found incompetent; and the period that may elapse from the date of his being so rejected to the date of his passing this intermediate examination, shall not be allowed to him as Sea Time. If the requisite number of Officers cannot be obtained, the Candidate may be examined by the Officer in command of the Ship in which he is employed, assisted by such other competent Officers as may be procurable; but, in such case, he must be re-examined by proper Officers on the first opportunity that shall afterwards offer, and if he then passes successfully, he will receive a certificate to that effect, dated back to the day of the provisional intermediate examination; but if he be rejected, he will incur the forfeiture of subsequent service, as mentioned in this Article.

Appendix, 38. If rejected. If proper examining Officers cannot be had. *Appendix*, 38

6.

Paymaster or Assistant Paymaster. FOR PAYMASTER OR ASSISTANT PAYMASTER.—A Clerk, from the date of his passing the intermediate examination referred to in the preceding Article, must continue to serve in that capacity for a further period of one year and a-half; and having completed such further period of service, he may, provided he shall have attained the full age of 21 years, be examined, under the direction of the senior Officer present, by three Paymasters, in the presence of a Captain or Commander, touching his qualifications for the office of Paymaster of one of Her Majesty's Ships.

By whom to be examined.

Qualifications. At this examination the Candidate must prove his fitness for the various duties which he will be required to perform as Paymaster, particularly as to his knowledge of the relative value of English and Foreign Coins, Weights, and Measures, of the method of calculating the rates of Exchange, and of all other matters appertaining to the

Cash transactions of Her Majesty's Ships; and likewise of the mode of receiving, issuing, and accounting for Provisions, Clothing, and Victualling Stores. He must also show that he has a competent knowledge of Arithmetic, including Vulgar and Decimal Fractions;—that he is acquainted with the Queen's Regulations and Admiralty Instructions, the Paymaster's Instructions, and with all the Orders that may be in force bearing on the duties of Paymasters of the Royal Navy.

If the Candidate be found duly qualified, the examining Officers are to give him a First or Second-Class Certificate, according to his merit, and the senior Officer present may appoint him, by Commission, dated on the day of the examination, to be Assistant Paymaster of the Ship in which he (the Candidate) may at the time be serving. *Appendix*, 37.

7.

In the event of an Assistant-Clerk, or a Clerk, serving in a Ship so far removed from other Ships, that the requisite number of examining Officers cannot be obtained, the examinations under the preceding Articles are to be conducted by the Officer in command of the ship in which the Candidate may be employed, assisted by such other competent Officers as may be procurable at the time; and on the Candidate passing satisfactorily, the said Officer in command may forthwith rate him in the capacity of Clerk, or grant him an acting order as Assistant-Paymaster, as the case may be: but in such instances the Candidate must be brought forward for re-examination by three Paymasters, in the presence of a Captain or Commander, on the *first* opportunity that shall afterwards offer; and, if he then passes, he will receive further certificates to that effect, dated back to the day of the provisional examination, and from the senior Officer present, confirmation in the rank of Clerk, or of Assistant-Paymaster, as the case may be; should, however, the Candidate be rejected, he is to revert to the rank he may have held at the time of the provisional examination, and to the pay of that rank, from the date of his being so rejected, the period during which he may have acted in the superior rating being only allowed to reckon as Sea Time, for the inferior capacity from which he may have been previously advanced.

If proper examining Officers cannot be had.

Appendix, 37 or 38.

If rejected.

8.

For Second-Class Assistant Engineer.—The Candidate must produce certificates of servitude in a factory, or proof of his acquaintance with engine work, and of his practical abilities as a mechanic, as well as testimonials of good conduct and character; he must possess all the qualifications requisite to enable him after a short experience in the working of marine engines, to execute efficiently the duty of Second-Class Assistant Engineer of any of Her Majesty's Ships; he must be able to keep accounts, and make rough working sketches of engines and boilers; he must understand the general principle of the engine, and be acquainted with the names of the various parts and their uses; and be willing to exert himself as a mechanic and workman in the several contingencies that may arise in the engine room.

Second Class Assistant Engineer

Qualifications, &c.

Candidates for the appointment of Second-Class Assistant Engineer will be examined, under the directions of the Admiralty, by a Chief Engineer and Inspector of Machinery of one of Her Majesty's Dockyards, in the presence of the Superintendent, or of such other Officer as may be nominated for the purpose. *Appendix*, 41.

By whom to be examined.

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First-Class Assistant Engineer.

For First-Class Assistant Engineer.—A Second-Class Assistant Engineer, being eligible according to the foregoing Regulations, may be examined touching his qualifications for the appointment of First-Class Assistant Engineer, by order of the Commander-in-chief, or senior Officer present,—if at home, by the Chief Engineer and Inspector of Machinery of one of Her Majesty's Dockyards, in the presence of the Superintendent, or of such other Officer as may be nominated for the purpose,—and if abroad, by an Inspector of Machinery Afloat, and two Chief Engineers, in the presence of a Captain or Commander. The candidate must possess all the qualifications required of a Second-Class Assistant Engineer,—be fully competent to perform the various duties of a First-Class Assistant Engineer, and to take charge of a watch in the engine-room, when the steam is up at sea.

By whom to be examined.

Appendix, 41.

10.

Engineer.

For Engineer.—A First-Class Assistant Engineer, being eligible according to the foregoing Regulations, may be examined touching his qualifications for the appointment of Engineer, by order of the Commander-in-chief or senior Officer present,—if at home, by the Chief Engineer and Inspector of Machinery of one of Her Majesty's Dockyards, in the presence of the Superintendent, or of such other Officer as may be nominated for the purpose,—and if abroad, by an Inspector of Machinery afloat, and two Chief Engineers, in the presence of a Captain or Commander.

By whom to be examined.

Appendix, 40.

Qualifications.

The Candidate must possess all the qualifications required of a First-Class Assistant Engineer; be fully competent to perform the various duties of an Engineer,—well acquainted with the principle upon which marine engines work in all their parts; able to adjust all the various working parts, and set right defects which may arise in the engines and boilers,—and in every way competent to take charge of the engines in the absence of the Chief Engineer.

11.

Chief Engineer.

For Chief Engineer.—An Engineer, being eligible according to the foregoing Regulations, may be examined touching his fitness for the appointment of Chief Engineer. He must possess all the qualifications requisite to enable him to execute efficiently the duty of Chief Engineer of any one of Her Majesty's Ships; he must be able to keep accounts, make notes in the register of every particular of the working of the engines and boilers,—draw rough sketches of any part of the machinery, with figured dimensions fit to work from,—be able and willing to exert himself practically as a mechanic and workman when occasion requires, either in driving the engines, or packing, repairing or adjusting the working parts of the machinery, or making good the defects of boilers; he must possess a thorough knowledge of the construction and working of marine engines and boilers in all their parts, and be so far acquainted with the elements of theoretical mechanics as to comprehend the general principles on which the machine works; he must understand how to apply the Indicator, and draw the proper conclusions from the diagrams; and he must be acquainted with the principles of expansion, and able to prove, or at least to illustrate, the advantages to be derived from the use of expansive gear.

Qualifications.

Appendix, 40.

By whom to be examined.

Candidates for the appointment of Chief Engineer will be examined

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at the Admiralty, by the Engineer-in-chief of the Navy, in the presence of the Controller of the Navy.

12.

Provisional Examination of Engineer Officers.

An Engineer, or a First, or Second-Class Assistant-Engineer, who may be serving abroad, where the requisite number of proper examining Officers cannot be obtained, may be provisionally examined, under the directions of the senior Officer present, by an Inspector of Machinery Afloat, or by one, two, or three Chief Engineers, according as such Officers may be on the spot, in the presence of a Captain or Commander, or of the Officer commanding the Ship in which the candidate may at the time be borne; and no Engineer Officer is to be considered eligible for advancement to a rank or class for which he has not passed at least a provisional examination; neither will he be eligible for confirmation in any rank which he may have attained after passing provisionally, until he shall have passed the established examination before proper Officers, in accordance with the foregoing instructions.

Appendix, 40, 41.

13.

Naval Instructor.

For Naval Instructor.—A Candidate for an appointment as Naval Instructor will be examined at the Royal Naval College, under the directions of the Admiralty, and must be duly qualified in the following branches, namely:—

Qualifications.

I. Common Arithmetic, including Vulgar and Decimal Fractions.
II. The First six books of Euclid.
III. Algebra, involving Simple and Quadratic Equations, with their application to Problems.
IV. Plane Trigonometry, theoretical and practical.
V. Mechanics.
VI. Hydrostatics.
VII. A competent knowledge of the Classics.

The final examination of Candidates for Naval Instructorships will comprise:—

VIII. The usual College passing examination in Navigation.
IX. Nautical Astronomy, particularly the principles on which the various rules for finding the Latitude and Longitude are founded.
X. Observations with the Sextant, &c. The use of the Azimuth Compass and Chronometers, &c. Perfect proficiency will be expected in Observing.

Languages.

Although the knowledge of French, as well as of other modern languages, and of the principles of drawing, is not considered as indispensable, it is very desirable that Naval Instructors should be able to give instruction in these branches of Education; and preference will always be given to such as possess these attainments.

Examination of Naval Chaplains abroad.

Chaplains serving abroad, may, under the directions of the Commander-in-chief, be examined in the foregoing points by competent Officers nominated for the purpose, in the presence of a Captain or Commander; and no Chaplain is to be considered eligible for an appointment as acting Naval Instructor until he shall at least have passed, in every branch of knowledge referred to, a provisional examination for that office.

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Chapter IX.

ENTRY, RATING, AND INSTRUCTION OF MEN AND BOYS.

1.

All Boys to serve ten years from age of 18, if above, to serve ten years from date of entry.

All Boys (except Ships' Stewards' Boys) under the age of 18, on entering the Navy, are to be required to sign an engagement to serve Her Majesty for a period of ten years continuous and general service from the age of 18, in addition to whatever period may be necessary until they attain that age. If above the age of 18 when entered, they are to be required to engage for ten years' continuous and general service from the date of their entry.

2.

Age and Height of Boys.

No Boys are to be entered for Her Majesty's Service under 14 years of age, or below the following standard of height:—

AGES BETWEEN	STATURE. FEET.	INCHES.
14 and 15	4	8
15 „ 16	4	10
16 „ 17	5	0
17 „ 18	5	2
After 18	5	4

Physical qualifications.

None are to be received who are not of robust frame, of perfectly sound and healthy constitution, free from any physical malformation, and intelligent,—a preference being given to those who can read and write.

Documents necessary for entry.

Survey.

Engagement.

Appendix, 46.

They must bring with them a certificate of baptism, a declaration of birth, or other satisfactory proof of their being of the proper age, and also the consent in writing of their parents, or nearest friends, if they are orphans, to their entering the Navy.* Previous to such entry being confirmed, the Commander-in-chief, or senior Officer present, is to appoint two Captains or Commanders, or one of each rank, and two Medical Officers, to inspect the Boys, and unless those Officers certify to the above particulars, and pronounce the candidates for entry to be *in every respect* fit for Her Majesty's Service, they are not to be received. Having passed the required examination, the engagement to serve in Her Majesty's Navy continuously for ten years from the age of 18, in addition to whatever period may be necessary until they attain that age (provided their services be so long required), is to be read and explained to them; they are then, in the presence of witnesses, if they voluntarily agree to its terms, to sign the engagement, and afterwards to be entered on the Ship's books.

3.

Not to be entered after the age of 16.

No Boy is to be entered in the Navy after 16 years of age who has not been at sea or accustomed to boats for a period of not less than twelve

* Officers entering Boys are enjoined to take every precaution to ascertain that the written evidences they produce to prove their age, &c., are not falsified, or forged. Where any deception is detected, the Candidate is to be rejected; and no alteration of date of birth, as noted on first entry, is to be made on Ships' books, without the sanction of the Admiralty.

months, unless he is in all other respects a highly desirable lad for Her Majesty's Service, in which case the qualification as to his having been at sea may be dispensed with. Exception.

4.

Boys are not to be received from reformatories, or prisons, without the express sanction of the Admiralty having been previously obtained. Not to be received from prisons or reformatories.

5.

Boys, on attaining the age of 17, are to be examined, and provided they can knot, splice, and handle a sail, and are of good character, they are to be advanced to the First Class; but in the event of a Boy being more than ordinarily active and well conducted, and, except as regards age, qualified as above, he may, after serving one year at sea, be promoted to the First Class at 16,—the special circumstances under which he was so rated, being noted on the Ship's books (without which he will not be allowed to receive the additional pay) and on his parchment certificate. Examination for advancement to 1st Class.

6.

All Boys of the Second Class, including those from the Training Ships and from the Greenwich Schools, may be employed as servants, (but only as personal servants to Officers of Ward Room rank) when required, according to the usage of the service. Officers in command, who are responsible that the boys of their Ships are so drilled and taught as to afford every one of them, except the Ship's Steward's Boy, the opportunity of becoming good and useful Seamen, must take care that the employment of Second-Class Boys as servants, does not, in any way, interfere with their systematic schooling, exercises aloft, instruction in gunnery, and other branches of duty appertaining to a Seaman in a Ship of war. Boys of the First Class are not to be employed in the capacity of servants either to individuals or to messes. Boys 2nd Class may be employed as servants. Boys 1st Class not to be employed as servants.

7.

Ships on the Home Stations will be kept complete with Boys from the Guard Ships and Training Ships, and none are to be received into the service except by Officers specially authorized to raise them. Vacancies for Boys on the Home Stations.

On Foreign Stations the vacancies will be filled up from those borne for disposal, and no fresh entries are to be made unless there should be no supernumeraries on the station. When it may be necessary to enter Boys abroad, a similar course of proceeding, as far as circumstances will admit, is to be followed with regard to their examination and entry, as laid down in the foregoing instructions for Boys entered at home, the agreement for continuous service being, in both cases, indispensable. Vacancies for Boys on Foreign Stations.

8.

On attaining the age of 18, but not in any case before, Boys who produce proof of having been at least two years at sea, are to be examined, and, if of good character and fair ability, they are to be rated 2nd-Class Ordinary Seamen, or Ordinary Seamen, according to their qualifications; but on no account is any person to be retained in the rating of Boy after the age of 20. Examination for rating of Ordinary or Ordinary 2nd Class.

9.

In the event of there being no vacancies in the Ship's complement of Seamen, on First-Class Boys being advanced to the rating of Ordinary or Advancement of Boys 1st Class when

there are no vacancies in the complement.

Second-Class Ordinary, they are to be borne as supernumeraries for wages and victuals until vacancies occur, but the vacancies thereby occasioned in the number of First-Class Boys, are not to be filled up except, by supernumerary First-Class Boys, until the supernumerary Ordinary or Second-Class Ordinary Seamen are transferred to the complement; and no fresh entry of men is to take place on any account so long as there are supernumeraries so borne, or there are eligible First-Class Boys to fill the vacancies.

10.

Advancement of Boys 2nd Class when there are no vacancies in the complement.

Should there be no vacancies in the complement on Second-Class Boys becoming eligible for advancement, they are to be borne as supernumerary Boys of the First Class, for wages and victuals, until vacancies occur; the vacancies thereby occasioned in the number of Second-Class Boys may be filled up by fresh drafts, or, in urgent cases abroad, by fresh entries; but no fresh entries of First-Class Boys are to take place so long as there are supernumeraries so borne, or Second-Class Boys eligible for promotion.

11.

Disposal of Boys when rated and no vacancies in the complement.

Commanders-in-chief and senior Officers will take care that the Ships under their orders do not permanently bear, as supernumeraries, in excess of their complements, men or boys advanced as mentioned in the preceding Articles 9 and 10;—but such men and boys borne in excess of the complement of the ship in which they are serving, are to be discharged to those Ships in the Squadron in which there may be vacancies for them, or removed into the Flag Ship;—and when all the Ships are complete, and there is no probabillty that the supernumerary Seamen will be required to meet the demands of the Station, they are, under the directions of the Commander-in-chief, to be sent to England for disposal, as opportunities offer by ships of war.

12.

Instruction, and examination, of men for rating of Able Seamen.

The Captain is to cause all the men who are not fit to be rated able Seamen, to be instructed in steering, heaving the lead, knotting and splicing, rowing, and generally in other duties, such as bending and reefing sails, &c., to qualify them fully for the said rating; and such men as shall, on examination, prove themselves qualified to perform all the duties of Able Seamen are to be so rated.

Instruction of Ordinary Seamen.

The systematic instruction of the Ordinary Seamen of both classes is to be a part of the usual routine of every ship, whether at sea or in harbour; and senior Officers, on their inspections, will report for the information of the Admiralty, on the system pursued in this respect in each ship, and of its results as manifested by the degree of knowledge and expertness attained by the men.

Examination of Ordinary Seamen for Able-Seamen; lists to be prepared.

On the first Thursday in every Quarter, or oftener if the Captain shall think it necessary, he is to require the respective Officers of divisions to prepare for his inspection a list of Ordinary Seamen of either class who may desire to be examined for a better rating, and the Officers are to inform the men that they are ready to take their names for the purpose. On receiving the lists of such men, the Captain is to cause them to be examined, taking care that the examination be such as to preclude any unqualified person being advanced to the rating of Able Seaman.

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When the duties of the Ship will admit of it, the Captain is to cause all the Able and Ordinary Seamen to be instructed in the use of the palm and needle. All Seamen Petty Officers, and all Leading Seamen, are to be instructed in the mode of knotting and splicing wire rigging.

All Seamen to be taught the use of the palm and needle. Wire rigging.

13.

Men who are thorough seamen, good helms-men and leads-men, able to assist in repairing sails, and practical riggers capable of doing duty as such in any part of the Ship, may be examined for the rating of Leading Seamen, and if found qualified, the Captain may rate them as such, as vacancies occur for that description of men in the complement.

Examination for rating of Leading Seamen.

14.

Petty Officers are, as far as possible, to be selected from the Leading Seamen; and in case of the eligible men being equal in point of character and qualifications, a preference is to be given to such as have entered for continuous service. Seamen, before being promoted to the rating of Petty Officer, are to be examined, and are only to be so rated on being pronounced duly qualified.

Petty Officers to be selected from the Leading Seamen.

15.

The examinations touching the professional qualifications of Boys or Seamen for advancement, are to be conducted, under the directions of the Captain with whom they are serving, by the Commander or senior Lieutenant, Master, and Boatswain of the Ship; or, in small vessels, where such Officers are not borne, by others of corresponding positions. Seamen who have passed for Petty Officers are to be considered eligible for either class, or as Chief Petty Officers, at the discretion of their respective Captains; and men who have passed for the rating of Leading Seamen are to be considered qualified for the situation of Petty Officer without further examination.

Examining Officers.

Seamen who have passed are eligible for either class of Petty Officers or Leading Seamen.

16.

Foreigners are not to be entered for Her Majesty's Service in any capacity, except as Bandsmen, unless with the sanction of the Admiralty, if on the home station, or of the Commander-in-chief, if abroad; but under no circumstances are foreigners to be entered for continuous service.

Foreigners may be entered as Bandsmen.

17.

The approval of the Commander-in-chief or senior Officer present must be obtained for the entry of men to fill the following ratings:—

Master-at-Arms,
Seamen's Schoolmaster,
Ship's Steward.

Permission must be obtained to enter Masters-at-Arms, Seamen's Schoolmasters, and Ship's Stewards.

18.

Officers may nominate their own Stewards and Cooks, and Servants when there are special ratings for them.—Surgeons, the Sick-berth

Officers may nominate

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19.

Examination of men before eligible for certain ratings.

To render men eligible to fill the undermentioned ratings, they must be found on examination to be duly qualified :—

Master-at-Arms,	Caulker,
Seamen's Schoolmaster,	Blacksmith,
Ship's Steward,	Armourer,
Ship's Corporal,	Plumber,
Sailmaker,	Cooper,
Ropemaker,	Painter,
Carpenter's Mate,	Tinsmith,
Shipwright,	Ship's Steward's Assistant.

Master-at-Arms.

I. For Master-at-Arms.—When first nominated, he is to undergo an examination by the Captain and Naval Instructor of the Flag Ship at Woolwich, Sheerness, Portsmouth, or Devonport. To qualify a man for this rating, he must produce certificates of servitude and good conduct for three years in the Navy, Army, or Police force, or in such other service or employment as may peculiarly fit him for the duties that will devolve upon him; he must be active, intelligent, and free from any physical inefficiency,—able to keep accounts correctly, and to write sufficiently well to keep a defaulters' book—and be not, under 30 years of age, nor above 40, on first appointment to the force. The Captain must be very careful not to select for this rating any unworthy or incompetent person; and, as a rule, the selection is to be made from those men who have served in the capacity of Ship's Corporal.

Appendix, 42.

Seamen's Schoolmaster.

II. For Seamen's Schoolmaster.—The Candidate is to be competent to teach reading and writing, and arithmetic, as far as the rule of three. He must not be under 21, nor more than 40 years of age; and he must produce certificates to show that he is of good character. He is to be examined, as to his fitness for the situation, by the Naval Instructor of the Flag Ship of the port where the Ship he is about to join may be, or by some other competent person to be named by the Port-Admiral, or by the senior Officer in any port abroad; and, if found qualified, the examiner is to give him a certificate to that effect, which is to be countersigned by the Captain of the Ship in which the examination takes place. Vacancies occurring abroad may be filled up from the Ship's Company, if a person properly qualified be found on board; if not, one may be taken from any other Ship, with the consent of his commanding Officer, and the approbation of the senior Officer present.

Appendix, 42.

Ship's Steward.

III. For Ship's Steward.—When first nominated he is to undergo an examination by three Paymasters, in the presence of a Captain or Commander, as to his ability to read, write, and keep accounts; he must have served two years as Steward's Assistant, and be not under 21 years of age. Should there be no Ship's Steward's Assistant eligible, the two years' service in that capacity may be dispensed with under the sanction of the Commander-in-chief, to be applied for prior to the examination. Should the candidate be found duly qualified he is to receive a certificate to that effect in the form given in the Appendix, a duplicate of which is to be transmitted by the Paymaster with whom he is to serve to the Comptroller of the Victualling.

Appendix, 43.

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Ships' Stewards are to be considered eligible for advancement from one class of Ship to another, under the following conditions:— **Advancement to higher rates.**

To a 5th or 6th rate, after serving three years in a sloop or smaller vessel.

To a 3rd or 4th rate, after serving three years in a 5th or 6th rate.

To a 1st or 2nd rate, after serving three years in a 3rd or 4th rate.

In the event of there being no Ship's Steward qualified by sea service for the rate of Ship to which the Paymaster belongs, that Officer may nominate a Steward from those qualified for lower rates of Ships; in this case, however, the nomination is to be subject to the approval of the Admiralty, if at home, or of the Commander-in-chief, if abroad. **When not qualified by service.**

If a vacancy should occur for a Ship's Steward on a foreign station, and there should be none available at the time, the Commander-in-chief will select the most competent person for the appointment. If the Ship should be on detached service, the most competent person, in the opinion of the Paymaster, is, with the Captain's approval, to be appointed, until the pleasure of the Commander-in-chief shall be known. **Vacancies abroad.**

IV. For Ship's Corporal.—When first nominated, he is to undergo an examination by the Captain and Naval Instructor of the Flag Ship at Woolwich, Sheerness, Portsmouth, or Devonport. To qualify a man for this rating, he must produce certificates of servitude and good conduct for one year at least in the Navy, Army, or Police force, or in such other service or employment as may peculiarly fit him for the duties that will devolve upon him; he must be able to read and write, and keep accounts correctly, and be not under 25 years of age, nor above 35. The Captain must be careful not to select for this rating any but active, intelligent, steady, and perfectly efficient men. **Ship's Corporal.** *Appendix*, 42.

V. For Sailmaker.—The Candidate must be examined by the Master Sailmaker, or his Assistant, in the Dock-yard where the Ship is fitting out, and on passing he is to receive a certificate to that effect. Application for the order for examination is to be made to the Superintendent of the Dock-yard, through the Commander-in-chief. **Sailmaker.** *Appendix*, 43.

VI. For Ropemaker.—The Candidate must be examined by the Master Ropemaker, or his Assistant, in the Dock-yard where the Ship is fitting out, as above directed. **Ropemaker.** *Appendix*, 43.

VII. For Carpenter's Mate or Shipwright.—The Candidate must be examined by a Foreman of Shipwrights, in the Dock-yard where the Ship is fitting out, as above directed. **Carpenter's Mate or Shipwright.** *Appendix*, 43.

VIII. For Caulker.—The Candidate must be examined by a Foreman of Caulkers, in the Dock-yard where the Ship is fitting out, as above directed. **Caulker.** *Appendix*, 43.

IX. For Blacksmith.—The Candidate must be examined by a Foreman of Blacksmiths, in the Dockyard where the Ship is fitting out, as above directed. **Blacksmith.** *Appendix*, 43.

X. For Plumber, Painter, or Tinsmith.—The Candidate must be examined by a Foreman of those trades, in the Dock-yard where the Ship is fitting out, as above directed. **Plumber, Painter, or Tinsmith.** *Appendix*, 43.

XI. For Cooper.—The candidate must be examined by the Master Cooper, in the Victualling-yard at the port where the Ship is fitting out. Application for the order for examination is to be made to the Superintendent of the Victualling-yard, through the Commander-in-chief. **Cooper.** *Appendix* 43.

Armourer.

XII. For Armourer.—The Candidate must be examined at the Gun-Wharf at the port where the Ship is fitting out. Application for the order for examination is to be made to the Military Storekeeper, through the Commander-in-chief.

Appendix, 43.

Qualifications.

The Candidate will be called upon,—1st. To take to pieces all the parts of a rifle musket, and also of a revolving pistol; to clean each part, and put them together in a complete state. 2ndly. To fill up, temper, and fit a main-spring, or any other part of a lock.

After the Candidate has passed the above examination, if found qualified, he will be instructed in fitting side and breech nails, soldering on back sights, fitting bayonets, and sword bayonets, clipping banners, and re-instating and re-fitting all the parts of a revolver.

Ship's Steward's Assistant.

XIII. For Ship's Steward's Assistant.—Candidates for this rating are to be selected, whenever circumstances will admit, from the most intelligent of the Steward's Boys, with good character. A notification of the appointment, stating the name and age of the person selected is to be made by the Paymaster to the Comptroller of Victualling. Ship's Steward's Assistants are not to be under 19 years of age, and previous to such rating being conferred, the candidate is to be examined by a Paymaster as to his knowledge of reading, writing, and arithmetic, and, in the event of his being found qualified, he is to receive a certificate to that effect,—a duplicate of which certificate is to be forwarded to the Comptroller of Victualling with the notification of appointment.

Appendix, 44.

Officers to conduct examinations where there is no Civil Establishment.

When the Ship is at a port where there is no Civil establishment, Sailmakers and Ropemakers are to be examined by the Commander or senior Lieutenant, Master, and Boatswain of the Ship; Carpenter's Mates, Shipwrights, Caulkers, Blacksmiths, Painters, Plumbers, Tinsmiths, and Coopers, by the Commander or senior Lieutenant, Master, and Carpenter of the Ship;—and Armourers by the Commander or senior Lieutenant, Master, and Gunner of the Ship,—the whole under the direction of their respective Captains.

Men once served in certain ratings may be re-entered.

Sailmakers, Ropemakers, Carpenter's Mates, Shipwrights, Caulkers, Blacksmiths, Painters, Plumbers, Tinsmiths, Coopers, and Armourers having once passed the required examination, may be entered by the Captains in whose Ships they are to serve without further reference.*

20.

Certificates of qualification to be attached to certificate of conduct.

The certificates of the qualifications of men for the special ratings mentioned in the preceding Article, are to be attached to their certificates of character for future reference if necessary.

21.

Vacancies occurring for Leading Stokers.

The Captain of any one of Her Majesty's Ships may advance any Stoker serving under his command to the rating of Leading Stoker, when there is a vacancy in the complement for such rating; care being taken that no individual be selected for the situation who is not of steady conduct, and, on examination by the Commander or senior Lieutenant, and Chief Engineer, found duly qualified. Should there be no

* Men who have heretofore held any of the ratings specified are to be considered di

Stoker in the Ship qualified for advancement, or disposable Leading Stoker present, the Captain may enter a man from the shore to fill the vacancy, on his passing the examination referred to. *Appendix* 43

22.

Rating of Stokers. *Appendix*, 43

To render a man eligible for the rating of Stoker, he must, on his first entry as such, be examined, under the direction of the Captain, by the Commander or senior Lieutenant, and Chief Engineer of the Ship, and pronounced duly qualified for the situation. Newly-raised men who volunteer as Stokers, but who are not found to be sufficiently experienced for that rating, may, if in every other respect desirable men for the service, be entered as Stokers of the Second Class, until qualified for the rating of Stoker.

Second Class Stokers will not be included in the complements.

Second-Class Stokers will not be included in the established complements of Her Majesty's Ships; but when men are entered as such, under the circumstances above mentioned, they are to be borne in lieu of so many Stokers out of the number allowed. Men are not to be reduced to the rating of Second-Class Stoker for punishment.

Men not to be reduced to Second-Class Stokers for punishment.

23.

Rating of Ship's Cook.

The rating of Ship's Cook is not to be conferred on any man who has not proved himself to be thoroughly competent to perform the duties of that station. If, from the absence of a properly qualified person, it be necessary to place a Petty Officer or Seaman of the complement to act in that rating, such Petty Officer or Seaman is to revert to his original position on paying off, or on ceasing to perform the duties of Ship's Cook; and no man is to be borne at the Home Ports for disposal in that capacity without the authority of the Admiralty.

24.

Entry of Petty Officers, &c. for continuous service.

Petty Officers, Seamen, Stokers, and Artificers belonging to, or on joining, the Navy, who are of good character, and considered to be desirable men to retain, may, with the approval of their respective Captains, and after being pronounced constitutionally sound and healthy by the examining Medical Officers, be entered for continuous and general service, provided they are not over 40 years of age:—but the undermentioned are not to be entered for continuous service; namely,—

Ratings not to be entered for continuous service.

Pensioners of all descriptions, except short service Pensioners,	Butchers,
Seamen's Schoolmasters,	Barbers,
Ships' Stewards,	Tailors,
Ships' Cooks,	All denominations of Cooks, Stewards, and Servants,
Sick-berth Stewards and Attendants,	Ships' Stewards' Assistants,
Musicians,	Shoemakers,
Bandsmen,	Lamp Trimmers, and
	Kroomen.

Age dispensed with to those who re-enter within three months after completing former engagements.

The limitation with regard to age may be dispensed with in the case of men who are re-engaged for continuous service within three months after the termination of their former engagements, but in all other respects they must be duly qualified.

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25.

All continuous service men to sign an agreement.

Appendix, 46.

C. S. to be placed against their names on all documents.

Men who enter for continuous and general service are to sign an agreement to that effect, according to the form in the Appendix, which agreement is to be transmitted to the Accountant-General of the Navy, who will assign to each individual his continuous service number. These men are to be distinguished in all public documents by the letters C.S., and their number, being placed, in red ink, against their names. In the Record and Description Books, as well as in all Pay Lists, Tickets, and Certificates, the date of the man's entry for continuous service, and for what period, together with his distinguishing number, must be carefully inserted.

26.

Former continuous service number to be stated on volunteering for a further period.

When a man volunteers, and is accepted, for a further period of continuous service, his former number, date of entry, and for what period, are to be noted, in red ink, at the end of the form of his new engagement.

27.

Continuous and general service men. Term of entry of.

Men who enter for continuous and general service consist of two classes; namely:—

1st Class.—Of Men who enter the Navy for the first time under the continuous service system;—

2nd Class.—Of Men who having served for a period as non-continuous service Men, subsequently volunteer for continuous service.

The 1st Class are to be permitted to enter for ten years' service, and to complete their time for pension by two separate entries of five years each.

The 2nd Class are to be entered under the following clauses:

I. For ten years.

II. Men who have entered for the usual period for which a Ship is commissioned, are to be permitted, during any part of the said commission, and before the Ship is paid off, to volunteer for such periods of continuous service as may be necessary to complete a total of not less than ten years' service, reckoning from the date of their entry in the said Ship; provided that the term of continuous service for which they so volunteer be not less than for seven years longer.

III. Men who have completed ten years' service under either of the foregoing conditions, may complete their time for pension as follows;

IV. By one entry of five years, and a re-entry for such periods as may be necessary to complete time for pension.

V. By a re-entry for such periods, short of five years, as may be necessary to complete time for pension.

Advantages of continuous service to be explained to all men.

In each and all of the foregoing cases men are to be entitled to pensions after twenty years' total service, from the age of 18, provided they have completed a period of ten years' service, under clauses I and II.

28.

Officers are enjoined to explain to all men, entering or re-entering

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for continuous and general service, the advantages, as regards time for pension, accorded to men who engage and serve for a continuous period of ten years.

29.

Petty Officers ratings not to be altered to upset their pay, &c.

Continuous service Petty Officers are to carry their ratings and denominations as chief, first, and second-class Petty Officers from ship to ship, it being left open to the Captains of the Ships they may join to alter the specific rating to that best suited to their abilities; but such alteration in the rating is not to place the individual in a worse position, as regards pay and emoluments, than that which he had previously held.

To perform the duty appertaining to their rating.

Unless under the circumstances before mentioned, every man is to perform the duty appertaining to his rating—but in the case of Gunners' Mates, the exception specified in the latter part of Article 13, at page 96, is to be attended to.

30.

Men not to be entered for continuous service of indifferent character, or constitutionally unfit.

While, on the one hand, every encouragement is to be given to young, active, and desirable men to enter for continuous and general service, the Captains and other Officers in command are, on the other hand, to be extremely careful that the personal advantages of the system are not extended to men of indifferent character, or to those who, in the opinion of the examining Medical Officers, are constitutionally unfit.

31.

Continuous service men not to be employed as Cooks, Stewards, &c.

Continuous service men and boys are never, on the Home Station, and as seldom as possible abroad, to be rated as Cooks, Stewards, Ship's Steward's Boys, or in any other capacity for which their engagements for continuous service may disqualify them. Whenever it may be absolutely necessary on a Foreign Station to place continuous service men in ratings which, by the regulations, they are prohibited from holding, such men are to be allowed only temporarily to do the duty so assigned to them, and the Captain is to use his best endeavours to procure non-continuous service men for the situations in which he has been obliged to place continuous service men to act. Continuous service men who may be thus temporarily rated, will be allowed to count the time so served as part of their continuous service.

Exceptions.

Return of men with irregular ratings.

Appendix, 75

At the end of each quarter a return is to be made of all continuous service men who may be serving in irregular ratings, with a statement of the date of their entry in such ratings, and the reasons in each case of the ratings having been given.

32.

Vacancies for Petty Officers, &c., to be filled up as far as possible from disposable men at the port.

Vacancies in the complement for Petty Officers, Seamen, Artificers, and Stokers, are, as far as possible, to be filled up, under the direction of the Commander-in-chief or senior Officer present, from the disposable men at the port; failing in completing his Ship from this source, the Captain is to use his utmost endeavours to get her manned, and keep her complement complete, by fresh entries; always conferring with the Commander-in-chief or senior Officer as to the measures adopted by him in this respect, so as to avoid the inconvenience that would arise from a number of men of any particular class or rating being collected or detained at the ports as supernumeraries beyond what the probable requirements of the service might render advisable.

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33.

Seamen not to be taken from Merchant Vessels so as to leave them in distress or weak handed.

The Captains of Her Majesty's Ships are not, in places where the Masters cannot fill up their vacancies, to receive any Seaman from a Merchant Vessel, so as to leave such Vessel in distress or too weak handed to continue her voyage; neither are they to send on board a Merchant Vessel to ask men to enter for the Ship they command.

34.

Return to be made of Seamen received from Merchant Vessels.

On all occasions of Seamen being received from Merchant Vessels, the Commanding Officer of the Ship in which they enter, is to report to the Commander-in-chief for the information of the Admiralty,—

I. The Official Number, Name, and Tonnage of the Ship; the Names of her Owners and Master; and the voyage on which she is employed.

II. The regular number of her crew as shown by agreement, specifying such as may be belonging to the Royal Naval Reserve Force.

III. The names of the men, and their ages, who volunteered for Her Majesty's Service, and whether they had previously served in the Navy.

IV. The cause of their leaving the Ship; whether the Master made any objection to their leaving, and if so, on what grounds; and whether men could be obtained at the place to fill up the crew; and if so, at what rate of wages.

V. Whether the men on joining Her Majesty's Service received their arrears of pay and clothing,* and the amount of their pay, per month, to be stated.

* On these points the Commanding Officer is to be guided by the Merchant Shipping Act, 1854, section 215, in which it is enacted as follows:—"Whenever any Seaman, without having "previously committed an act amounting to and treated by the Master as desertion, leaves his "Ship in order to enter the Naval Service of Her Majesty and is received into such Service, the "Master shall deliver to him his Clothes and Effects on board such Ship, and shall pay the pro-"portionate amount of his wages down to the time of such entry, subject to all just deductions, "as follows:—(that is to say,) the Master of the said Ship shall pay the same to the Officer "authorized to receive such Seaman into Her Majesty's Service, either in money or by Bill "drawn upon the Owner and payable at sight to the Order of the Accountant-General of the "Navy; and the receipt of such Officer shall be a discharge for the Money or Bill so given; "and such Bill shall be exempt from Stamp Duty; and if such wages are paid in money, such "money shall be credited in the Muster Book of the Ship to the account of the said Seaman; "and if such wages are paid by Bill, such Bill shall be noted in the said Muster Book and shall "be sent to the said Accountant-General, who shall present the same or cause the same to be "presented for payment, and shall credit the produce thereof to the account of the said Sea-"man; and such money or produce (as the case may be) shall not be paid to the said Seaman "until the time at which he would have been entitled to receive the same if he had remained "in the service of the Ship which he had so quitted as aforesaid, and if any such Bill is not duly "paid when presented, the said Accountant-General, or the Seaman on whose behalf the same "is given, may sue thereon or may recover the wages due by all or any of the means by which "wages due to Merchant Seamen are recoverable; and if upon any Seaman leaving his Ship in "the manner and for the purpose aforesaid, the Master fails to deliver his Clothes and Effects, "or to pay his wages as hereinbefore required, he shall, in addition to his liability to pay and "deliver the same, incur a penalty not exceeding Twenty Pounds; provided that no Officer "who receives any such Bill as aforesaid, shall be subject to any liability in respect thereof, "except for the safe custody thereof, until sent to the said Accountant-General as aforesaid."

If the Seaman be in debt, on account of advance at the time of quitting the Merchant Ship, the Commanding Officer is to be governed by the 216th section of the Act referred to, charging the amount against the wages of such Seaman in the Ship's Books, pending the decision of the Admiralty.

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The names of the men volunteering are to be endorsed on the Ship's Articles.

35.

Deserters on board Foreign Vessels.

British Seamen on board Vessels desirous of leaving.

The Captains of Her Majesty's Ships are to be cautious in receiving men from Foreign Vessels, who may represent themselves, or be reported, as deserters from Her Majesty's Navy. If any British Seaman serving in a Foreign Vessel shall arrive on board one of Her Majesty's Ships, and demand the right to enter into Her Majesty's Service, and shall when he entered on board such Foreign Vessel have stated that he was a British Seaman, he is entitled to be received and protected, notwithstanding any contract or agreement he might have entered into with the Commander of such Foreign Vessel; but Her Majesty's Officers are not authorized to send on board a Foreign Ship to take from her any British Seaman against the will of the Foreign Commander; nor, in the case of a British Seaman having found his way on board one of Her Majesty's Ships, and having been received into the service, are they authorized to insist on the payment of wages or delivery of clothes to such Seaman against the will of the Foreign Commander,—he (the Foreign Commander) having full right to take on the spot his own view of the forfeiture he deems the Seaman to have incurred (according to the law of the nation to which the Vessel belongs) in consequence of his breach of contract by leaving her; and if the Foreign Commander act unjustifiably in that respect, he can be sued for reparation on his return to such country; but Her Majesty's Officers have no right to interfere with him regarding it, nor indeed to go on board the Foreign Ship against the will of the Commander for any such purpose. While affording the authorized protection to any acknowledged British Seaman arriving on board Her Majesty's Ships, anxious to return to his allegiance to his Sovereign, the Officers in command of such Ships are to be most careful not to molest or interfere with any Foreign Vessels or authorities, so as to give the slightest ground for offence or complaint on any of the points hereinbefore alluded to.

36.

All volunteers and newly raised men to be examined by the Surgeon.

When men offer themselves as volunteers the Surgeon is to examine them before they are entered, to satisfy himself that they have no hurts or diseases which may render them unfit to serve in Her Majesty's Navy. Newly-raised men also who may be received from a Rendezvous or Receiving Ship are to be examined by the Surgeon, and if any of them are found unfit for the service, the same is to be represented immediately to the Commander-in-chief, in order that they may be surveyed.

37.

Men and Boys rejected by the Surgeon are not to be entered.

Men and Boys rejected by the Surgeon under any of the disqualifications enumerated in Article 34 of that Officer's Instructions, are not to be entered in the Ship.

38.

Men entered at a rendezvous if found unfit to be surveyed at a Naval Hospital.

Newly-raised men who have passed the Surgeons of the respective rendezvous, are not to be rejected on the opinion of the Surgeon of the Flag or other Ship only; but they are, in all cases of supposed unfitness,

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to be surveyed at a Naval Hospital, and their cases are to be reported on, separately, by the Superintendent and two of the Principal Medical Officers of the Hospital.

39.

Men received from situations that might subject them to the risk of conveying contagious diseases.

If any men received in the Ship shall be reported by the Surgeon to be fit for the Service, but to have come from situations which might possibly subject them to the risk of conveying contagious diseases, although no such diseases did actually exist in the situations from which they came, the Captain is to give orders for their being well washed, and for their clothes being thoroughly cleaned and fumigated, before the men are allowed to mix with the Ship's Company. But if the Captain shall be informed, before he receives men on board, that any contagious disease has made its appearance in the place from which they came, he is to report the same to the Commander-in-chief, and to cause them to be kept separate from the rest of the crew until, in the opinion of the Surgeon, they are safe from disease.

40.

Officers volunteering men.

When an Officer is sent from one port to another to raise men or boys, (which is never to be done without the sanction of the Admiralty), he is to be borne on the books of the Flag Ship at the port to which he is sent, and the men and boys whom he raises are to be received there also, and borne as supernumeraries waiting passage to the Ship for which they are entered. Officers thus employed, and borne on the Flag Ship's books, will not be allowed any charges for lodging and subsistence on shore. If there should be no Flag Ship at the port, the Officer and the volunteers are to be borne, as above, in any Ship that may be present.

Officers entering or raising men or boys are to admit only such as are fit for the service, but without any regard whatever to their religious creed. No man above 50 years of age is to be received in any capacity, except by the express authority of the Admiralty.

41.

Seamen wishing to re-enter Service having lost their certificates.

Appendix, 134.

If a man wishes to re-enter the Service, and should have lost his parchment certificate, the Captain is on no account to supply him with another until he has applied for, and received from the Accountant-General, a statement of the man's former services and character, and the application for this information is to be made in the form given in the Appendix.

42.

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Questions to

In order to prevent, as far as possible, improper entries in the Navy

2nd. Do you now belong to the Militia, or to any Regiment or Corps in Her Majesty's Army, or to the Naval Coast Volunteers, or to any established Naval reserve force?

§ In putting the second question to the Seaman or Boy, and before his answer is received, the Officer is distinctly to apprise him, that if he belongs to the Militia and denies the fact, he is liable to forfeit one penny a day of his pay for eighteen months, if attested; and to fourteen days' imprisonment if not attested. If he belongs to the Coast Volunteers, or to any established Naval reserve force, his certificate is to be transmitted to the Captain of the district to which he is attached; and, in the event of his having been enrolled less than three months, the bounty which he may have received must be charged against him. Previous to the entry into the Navy of a man belonging to the Militia, reference must be made to the Adjutant of the Regiment, for the Commanding Officer's sanction.

3rd. Have you ever been rejected as unfit for Her Majesty's Service?

4th. Are you an Apprentice under indentures?

§ This question need only be put to young men and boys. Apprentices under indentures are not to be entered; and if received under a false statement, they are, on proof of their being apprentices, to be delivered up to their Masters when claimed, but they are to be discharged without pay documents.

A record of the foregoing questions having been put, and of the answers thereto, must be kept by the Captain or receiving Officer in case of future reference being necessary.

Note.—By the 16th section of the Act 16th and 17th Victoria, chapter 69, every person who upon entering or offering himself to enter the Navy, shall make any false statement, with intent to deceive any Officer authorized to enter Seamen or others for the Navy, is deemed a rogue and vagabond, and liable to punishment accordingly.

43.

Newly-raised men to be properly clothed at once, and custom of the Service explained to them.

The newly-raised men are to be at once properly clad, and informed of the regulations about clothing, and that they are responsible to the Officers of their Divisions for the condition of their kits. Each man, on coming on board, is to be supplied with bedding, hammocks, clews, and lashing,—to be shown his mess-place and sleeping berth, and where he is to stow his bag and hammock. The usages of a lower-deck, the customs and routine of the service, and the pay, pensions, and badges to which seamen are entitled, must be explained to him. He is to be told to apply to the Officer of his Division in the event of his requiring advice or information; and that if he should have a complaint to make, he must represent it to the Officer of the Watch, and, if necessary, through him to the Captain of the Ship.

44.

Continuous service men who desert and are re-entered.

When men under continuous service engagements desert, are apprehended, and re-entered, they are still to be considered as continuous service men, and their engagements are to remain in force; but the commencement of the same is to date from their re-entry only.

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Chapter X.

GUNNERY OFFICERS AND SEAMEN GUNNERS.

1.

Gunnery Ships.

Her Majesty's Ship "Excellent," at Portsmouth, is the principal depôt for the training of Officers, Petty Officers, and Seamen in the theory and practice of Gunnery in all its details, as well as the small-arm and cutlass exercises. There is also a Gunnery Ship at Plymouth, but for the training of Petty Officers and Seamen only; and certificates of qualification granted to men from the one Ship are to be considered of the same effect, and as conveying the same advantages in every way, as certificates of qualification granted from the other Ship.

2.

Gunnery Officers and Seamen Gunners to be employed as instructors.

Qualified Gunnery Officers, and Seamen Gunners whatever specific rating they may hold, are, as far as the service will admit, to be employed as instructors in the Ships in which they may be serving; and the latter are, unless there should be some sufficient reason to the contrary, to be stationed as Captains of Guns.

3.

Qualifications:

The qualifications necessary to render men eligible as Seamen Gunners, are as follow:—

For Gunner.

I. To obtain the certificate of "*1st Class for Gunner*," they are required to be perfect in all the drills and details, as laid down in the gunnery books, with the exception of the Field Battery manœuvres, Battalion Drill, and Light Infantry exercise. They are also required to pass the Laboratory; and to go through a course of school instruction, which comprises Rule of Three, Vulgar and Decimal Fractions, Square Root, the use of Logarithms, and the method of finding the distance of a Ship at sea, or laying out a Target, by means of a quadrant. They are further expected to be superior instructors.

First-Class Seaman Gunner.

II. To obtain the certificate of "*1st-Class Seaman Gunner*," they are required to be perfect in the same drills and details as those of the "*1st Class for Gunner*," with the exception of the Disparting instruction, School course, and the latter part of the Laboratory course. They are also expected to be good instructors.

Second-Class Seaman Gunner.

III. To obtain the certificate of "*2nd-Class Seaman Gunner*," they are only required to know the first three instructions, and the revolving gun exercise, with a few questions in the fourth instruction, and fitting of fuzes, together with the practical part of the cutlass, rifle, pistol, and field-piece exercises. They are also expected to be able to instruct a gun's crew in their different duties.

Acting Seaman Gunner.

IV. Men of good character, and of good ability as Seamen, are, in sea-going Ships, to be encouraged to qualify themselves under the

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instruction of the Gunnery Officer on board, for the rating of "*Acting Seaman Gunner*," in which case they need only be required to be perfect in the first three instructions; but each man, before he can be considered qualified as such, must have fired at least the following number of rounds, and have proved that he can lay a gun quickly, and that he is a good and efficient shot:—

120 rounds from a rifle, at objects distant from 200 to 800 yards, a portion being fired with a rest.

20 rounds from a revolver pistol.

30 rounds from a 6-pounder short practice gun. Half being with motion.

10 rounds from a great gun (reduced charges with shot).

N.B.—The above may be expended for the instruction of each man qualifying himself for the rating of Acting Seaman Gunner, in addition to the ammunition allowed for exercise, as specified in the Appendix.

4.

Proportion of Seamen Gunners.

Appendix, 10.

A proportion of Seamen Gunners, according to the table of complements, will be drafted to each Ship on fitting out, and on the Home Stations the numbers will be kept complete, as far as may be deemed expedient, by fresh drafts. Vacancies for Chief Gunner's Mates or Gunner's Mates, occurring on board Her Majesty's Ships on Foreign Stations, are to be filled up from the Seamen Gunners on the station holding first-class certificates from the Captains of either of the Gunnery establishments; if there be no available men so qualified on the station, Seamen Gunners with second-class certificates may be appointed to *act* in the vacancies: but in the event of there being no confirmed Seamen Gunners on the station, men who volunteer for gunnery service, and who obtain second-class certificates from a Gunnery Officer, nominated by the senior Officer present to examine them, may, in like manner, be appointed to *act* in such vacancies.

Vacancies occurring for Gunners' Mates abroad.

Vacancies for Seamen Gunners abroad, when there are none disposable in the Fleet, are also to be filled by any qualified Seamen on the Station who may volunteer for gunnery service, and pass, before a Gunnery Officer, such an examination as to entitle them to a second-class certificate, on obtaining which, they may be appointed *acting* Seamen Gunners, and will be entitled to extra pay, the same as confirmed Seamen Gunners; but all seamen who obtain gunnery certificates abroad, and maintain a good character, will, on return to England, be required to pass the necessary examinations on board one of the Gunnery Ships, within a reasonable time after being sent to either of them; and on receiving the requisite certificates, they will be confirmed as Seamen Gunners in their respective ratings, from the date of passing their provisional examinations, and be allowed the additional time for pension granted by the Regulations.* It is to be observed, however, that no man will be confirmed as Chief Gunner's Mate, or as Gunner's Mate, unless he shall obtain a first-class certificate.

Vacancies for Seamen Gunners may be filled by Acting Seamen Gunners.

Acting Seamen Gunners to be sent to a Gunnery Ship.

Gunner's Mate.

* Men who have at any time been found disqualified on board either of the Gunnery Depôts, are not to be entered as *Acting Seamen Gunners*, in any of Her Majesty's Ships. And all Acting Seamen Gunners of only fair or indifferent character, are, on their return to England, instead of being sent to a Gunnery Ship for examination, to have their provisional certificates, as Seamen Gunners, cancelled.

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5.

Acting Seamen Gunners on arriving at home.

The Captains of Ships arriving at Portsmouth or Plymouth from abroad, and not being under orders to be paid-off, are, with the permission of the Commander-in-chief or senior Officer present, to send such men as may be acting as Chief Gunner's Mates, Gunner's Mates, or Seamen Gunners, to the Gunnery Establishment of the Port for examination, and, on obtaining the requisite certificates, they are to be confirmed in their ratings; but if, in the opinion of the Captain of the Gunnery Ship, it will take some time to qualify them, they are to be retained in the depôt, and duly qualified men discharged therefrom to fill their places. Returns of men, acting in the before-mentioned capacities, arriving at any of the ports where there is not a Gunnery Establishment, are to be transmitted, by the Captains of the Ships in which they are serving, through their Commander-in-chief, to the Secretary of the Admiralty.

Returns of such men to be sent.

6.

Seamen Gunners, applications for men to fill vacancies.

All applications for Gunner's Mates and Seamen Gunners to fill vacancies on the Home Stations,—and for Ships abroad when there are no eligible men on the station qualified or willing to qualify themselves for the situations vacant,—are to be made by the respective Captains, through their Commanders-in-chief, to the nearest Gunnery Establishment, and in each application the following information will be required, namely:—the number of Seamen Gunners borne at the time, distinguishing the Petty Officers from the Seamen, and the name and rating of the individual causing the vacancy, specifying how he was disposed of. It will depend upon the length of time the ship has been in commission, whether or not men will be sent out to fill vacancies for Seamen Gunners abroad.

7.

Encouragement to be given to men to volunteer for Gunnery Service.

Every possible encouragement is to be given to Petty Officers and Leading and Able Seamen who are of good character, and not more than 30 years of age, to volunteer, on paying-off, for one or other of the Gunnery Establishments; and Officers in command of Ships under orders to be paid-off, are to send to the Commander-in-chief, for the Secretary of the Admiralty, a list of the Petty Officers and Leading and Able Seamen who may wish to join either of the Gunnery Ships, when, if it be convenient to the service, they will be ordered to be discharged. Men who have previously served as Seamen Gunners for a term of five years, may volunteer for Gunnery Service, if not over 35 years of age.

8.

Engagement as Seaman Gunner.

Petty Officers and Seamen who volunteer for either of the Gunnery Establishments, must engage for five years' service as *Seamen Gunners*, to be reckoned from the date of obtaining their certificates, and such men as shall have passed the examinations in Gunnery, and obtained the necessary certificates, are to be borne on the books of Her Majesty's Ships with the rating of "Seaman Gunner," in addition to any other rating they may hold, and they will be entitled to extra pay for the same, at the rate of 2*d*. or 4*d*. per diem, according to their certificates, as well as additional time for pension, as provided for in Article 8, at page 241.

Pay and Pension.

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9.

At the end of every five years' service, Seamen Gunners are to be encouraged to renew their engagements as such, and on doing so, or on their volunteering to continue to perform the duties of Seamen Gunners until paid-off, or on their declining either to perform such duties or to re-engage themselves, the Captain of the Ship in which they are employed, is to note the circumstance on the Ship's books, and all their pay documents, as well as on their parchment certificates, immediately under the date of their examination in Gunnery. The particulars of such re-engagements, or the fact of their declining to volunteer for a further period of service as Seamen Gunners, or to perform the duties until paid off, as the case may be, are to be communicated by letter to the Captain of Her Majesty's Ship "Excellent." Renewal or non-renewal of engagements.

10.

Every re-engagement in the capacity of Seaman Gunner must be for five years, except in the case of men entered for continuous service whose Gunnery engagements may expire during, but before, their continuous service engagements, and such men may, at their option, either volunteer for a further period of five years as Seamen Gunners, or for such period short of that time as may be necessary to complete their continuous service engagements. Men also who require less than five years to complete their time for a long-service pension, may be *re-engaged*, as Seamen Gunners, for such period short of five years as shall be necessary to make up their total service to the period necessary to entitle them to such pension. Re-engagement must be for five years. Exceptions.

11.

Seamen Gunners accidentally left behind, or being left at an hospital from Ships that have sailed for abroad, or on recovery after being invalided, are, if on a Home Station, to be sent to the nearest Gunnery Establishment; and, when paid-off from their Ships, they are to be discharged to the Gunnery Ship at Portsmouth, or at Plymouth, as they may desire. In any of the above cases, they are to be borne on the books of the Gunnery Ship as part of her established complement, if it be not complete; but if it be complete, they are to be borne as supernumeraries for wages and victuals, until vacancies occur. When left behind from Ship.

12.

Seamen Gunners, serving in any other Ships than the Gunnery Ships, are not to be permitted to leave such Ships on the ground of their having completed the period of service for which they were engaged in the specific capacity of Seamen Gunners, notwithstanding they may be unwilling to renew their engagements as such, but they must remain in their Ships until paid-off, *or until they are otherwise entitled to be discharged.* They may, however, on the expiration of their terms of engagement, give notice to the Captains of their Ships that they are unwilling to engage for a further period of service as Seamen Gunners, and they will, in all such cases, unless they continue to perform the particular duty, cease to receive the additional pay and time attached to that rating; but they may be allowed, if they desire it, to continue to do the duty of Gunner's Mates or Seamen Gunners, until the Ship in which they are serving may be paid-off, in which case they are to receive the additional pay and time: and, when discharged from their Not to leave Ship at the expiration of Gunnery engagement. Being willing or unwilling to continue as Seamen Gunners.

Ship, they can leave the Gunnery Establishment, although they may have broken in on the second or third five years.

13.

When men wish no longer to perform the duties of Seamen Gunners.

In cases where Seamen Gunners decline to re-enter, or to continue to do duty as such until paid-off, they are to hold the ratings for which they may be qualified, but without pay or time as Seamen Gunners; and any Gunner's Mate so declining to re-enter, or to continue to do duty as such, is to receive an equivalent rating, or if there be no equivalent rating vacant in the Ship, he is, if serving at home, to be sent to one of the Flag Ships, where an equivalent rating is to be given to him, and he is to be borne as a Supernumerary for disposal; but if on a Foreign Station, he is to retain the rating of Gunner's Mate until an equivalent rating becomes vacant, or until the Ship arrives in England—but he is not to perform the duty of Gunnery Instructor, nor to receive pay or time as Seaman Gunner.

14.

When their engagements expire while in a Gunnery Ship.

Seamen Gunners who, on paying-off, return to one of the Gunnery Ships, and who complete their term of Gunnery service whilst serving therein, and who decline to re-enter for such service, are, if their continuous service engagements shall not have expired, to be discharged to the Flag Ship at the port, for disposal; or, like other Seamen Gunners who, on paying-off, have completed their Gunnery service, they may, if in every way qualified, be recommended by the Captain of the Gunnery Ship in which they are serving, either for the Coast Guard or a Dockyard.

15.

Promotion of Seamen Gunners.

Seamen Gunners are to understand that their promotion will not be confined to situations only within the Gunner's department, but in the same manner as other Seamen, they are eligible to be advanced to such stations as they may be considered qualified to fill. None but Seamen Gunners, however, or men who have qualified themselves as such, are eligible for an appointment as Gunner, and no man will be confirmed in that capacity who has not received a first-class certificate, "qualifying for Gunner," from the Captain of one of the Gunnery Establishments; neither is any person who is not thus qualified to be appointed as Acting Gunner, unless there should not be a man on the Station holding a first-class certificate of the nature referred to.

Qualified as Gunners.

16.

On final discharge.

All Seamen Gunners before being finally discharged, must be sent to one of the Gunnery Ships, in order that their Gunnery certificates may be cancelled, unless the same may have been done in the Ship in which they are or were serving, and an intimation thereof forwarded to the Captain of the "Excellent."

17.

Gunnery Instructors.

With the view of giving encouragement to the intelligent Seamen of the Fleet, a proportion of the Seamen Gunners (Petty Officers or Seamen) are to be designated as "Gunnery Instructors." The utmost care is to be taken in their selection; and in addition to their being superior drills in the great-gun, rifle, and sword exercises, they should be good shots. The duty of the Gunnery Instructors will be to attend

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under the Gunnery Officer, or Gunner, to all drills in great-guns and small arms; and they will, at the discretion of the Commanding Officer, be excused, as far as possible, from any other duty whilst the day drills are going on; but when, from any cause the drills are discontinued, they will be employed as most convenient in their watches.

On a Ship being first commissioned, Gunnery Instructors will be discharged into her from one of the Gunnery Ships; but when vacancies for Instructors subsequently occur in Ships, either at home or abroad, they may be filled by Seamen Gunners of the First Class, selected by a Gunnery Officer, and subject to the approval of the Commanding Officer of the Ship in which they are serving. **Vacancies occurring for Gunnery Instructors.**

All men, rated as Gunnery Instructors, are to have the letters "G.I." placed against their names on the Ship's Books; and when they return to a Gunnery Ship, on being discharged or paid off, or when from any other cause they cease to hold the rating of Instructors, they are to revert to the ordinary pay of Seamen Gunners. **Gunnery Instructors to have "G. I." placed against their names.**

The following proportion of Gunnery Instructors will be allowed to each Ship:— **Proportion of Gunnery Instructors.**

1st Rates	6	To be included in the complement of Seamen Gunners allowed.
2nd and 3rd Rates	5	
4th Rates	4	
5th and 6th Rates, and Corvettes...	2	
Sloops	1	

18.

Any Seaman, above 2nd-Class Ordinary (no matter what rating he may hold so that he be not rated in the capacity of Seaman Gunner) may be examined by the Gunnery Officer of his own or any other Ship, —or, in the absence of any such Officer by a Gunner, —and, on a report being made to the commanding Officer that the man is qualified, he will be designated on the Ship's books as a "Trained Man,"—the letters "T. M." being placed against his name,—and be allowed one penny a-day in addition to his ordinary pay. **Rating of Trained Men.**

The necessary qualifications for Trained Men are as follows:—

They must be well acquainted with the duties of all the numbers at a gun, the fitting of gun-gear, the use of sights, be able to lay a gun quickly and correctly, know the manual and platoon exercises for the rifle, and also possess a fair knowledge of the sword exercise. **Qualifications.**

19.

When a ship is paid off, a report is to be transmitted by the Captain, to the Secretary of the Admiralty, stating how each Seaman Gunner belonging to her at any time during the period of her Commission, has been disposed of. **Disposal of the Seamen Gunners.**

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CHAPTER XI.

COURTS-MARTIAL.

1.

Act under which Offences are to be tried.

COURTS-MARTIAL shall be held, Offences tried, Sentences pronounced, and execution of such Sentences carried into effect, according to the Articles and Orders contained in the Act of Parliament, 24th and 25th Victoria, chapter 115, cited as "The Naval Discipline Act, 1861."

In carrying the said Act into effect, the following Regulations are to be observed :—

2.

Complaint to be made in writing.

Every Charge or Complaint to be investigated by Court-Martial, must be made in writing, setting forth, circumstantially, the Offence or Offences charged, and the day or days on or about which (or between which if the offences have been of continuous character) the said Offence or Offences was or were committed.

In all applications for Courts-Martial, full and circumstantial reports of the circumstances on which the charge or charges are founded, are to be made,—in order that, in the event of a Prisoner pleading "Guilty," a perfect record of the particulars of the case may be appended to the Minutes of the proceedings.

3.

Selection of Officer to be President of the Court.

Whenever the Officer empowered to order Courts-Martial, shall deem it necessary to proceed to the trial of any offence triable under the Naval Discipline Act, he shall be careful to comply in every particular with the terms of the said Act; and in the exercise of the discretion confided to him in selecting the President of the Court, he is to be guided by the circumstances of the case. Should the rank of the person to be tried, or should the character or circumstances of the alleged offence charged, be such as to require that the Officers composing the Court should be Officers of standing and experience, he is to be careful to select as President, an Officer of such seniority as may ensure the attendance of all the Officers of highest rank who may happen to be present at the place where the Court-Martial is ordered to assemble; but when the nature of the offence is such as may be properly dealt with by Officers of ordinary experience, he may select any eligible Officer to preside whom he may consider most desirable with reference to the convenience of the service,—observing that none but Officers junior to the President can be ordered to form a Court.

4.

Notice to be given of Court-Martial being ordered to assemble.

When a Court-Martial is ordered to be assembled, such timely notice as may be practicable,—and in all cases (except Mutiny), it will be convenient that not less than twenty-four hours' notice,—should be given, in general orders, or by signal, to the ships present, so that the proper Officers may be prepared to attend at the place and hour appointed. The name of the Officer ordered to preside at the Court-Martial is to be announced; and after such notice has been issued, no Officer junior to the President, of a rank eligible to sit as a member of the Court, is to be allowed to proceed on leave of absence without the express authority of the Officer by whom the Court-Martial may have

been ordered; and the name of every Officer so permitted to be absent, is to be forthwith communicated in writing, to the President, by the senior Officer present.

Formation of Court.

All Flag Officers, Captains, and Commanders, junior to the President, are to be present when the Court Martial is assembled, and are to remain present until the proper number of Officers required to form the Court have been duly sworn.

When Lieutenants are required to attend.

On the day prior to the assembling of the Court-Martial, the President is to make known, if necessary, that Lieutenants will be required to form a Court, in which case the four senior Lieutenants present are to attend the formation of the Court.

5.

Officers to sit according to seniority.

Officers whose duty it may be to attend as members of a Court-Martial, shall sit only in the confirmed rank in which they are borne on the books of the ships to which they respectively belong, and according to which they are paid;—except Commodores, who, when acting in conjunction with senior Captains, shall sit only according to their seniority as Captains.

6.

Copy of Charges to be given to prisoner at least twenty-four hours before the trial.

The Officer who is to preside at the Court-Martial, shall take care that a copy of the Charge or Complaint be delivered to the person accused, as soon as may be after he shall have received the order to hold such Court-Martial, and not less than twenty-four hours before the trial, except in cases of Mutiny, or under such other pressing circumstances, as might render such delay inexpedient to the Public Service.

7.

Courts-Martial to be public.

Courts-Martial shall be assembled and held in the most convenient part of the Ship, and be public; and all persons, excepting such as are intended to give evidence, shall be admitted.

8.

When there is no Prosecutor, Judge-Advocate to act.

When there shall be no Prosecutor present, the Judge-Advocate, or Person acting as such, shall conduct the proceedings on the part of the public, so as to bring the whole case in the fullest manner before the Court.

9.

If objections are raised against particular members.

If any Officer required by his rank to sit at a Court-Martial, be personally interested in the matter to be tried, he shall not, if the objection to him be made known, be permitted to be of the number of members of whom the Court shall be composed. If any doubt shall arise as to his being so personally interested, the question shall be decided by the majority of Officers, whose duty to sit in the Court is unquestioned.

10.

If Prisoner objects to any particular Member.

As soon as the Court is assembled, and before being sworn, the names of the Officers composing the Court shall be read over to the Prisoner, who shall be asked if he objects to being tried by any member of the Court; and if the Prisoner shall object to any member, the Court shall proceed as is directed in the 53rd section of the Naval Discipline Act.

11.

When the Court is assembled, the Person to be tried, as also the

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CHAPTER XI.

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In all applications for Courts-Martial, full and circumstantial reports of the circumstances on which the charge or charges are founded, are to be made,—in order that, in the event of a Prisoner pleading "Guilty," a perfect record of the particulars of the case may be appended to the Minutes of the proceedings.

3.

Selection of Officer to be President of the Court.

Whenever the Officer empowered to order Courts-Martial, shall deem it necessary to proceed to the trial of any offence triable under the Naval Discipline Act, he shall be careful to comply in every particular with the terms of the said Act; and in the exercise of the discretion confided to him in selecting the President of the Court, he is to be guided by the circumstances of the case. Should the rank of the person to be tried, or should the character or circumstances of the alleged offence charged, be such as to require that the Officers composing the Court should be Officers of standing and experience, he is to be careful to select as President, an Officer of such seniority as may ensure the attendance of all the Officers of highest rank who may happen to be present at the place where the Court-Martial is ordered to assemble; but when the nature of the offence is such as may be properly dealt with by Officers of ordinary experience, he may select any eligible Officer to preside whom he may consider most desirable with reference to the convenience of the service,—observing that none but Officers junior to the President can be ordered to form a Court.

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been ordered; and the name of every Officer so permitted to be absent, is to be forthwith communicated in writing, to the President, by the senior Officer present.

All Flag Officers, Captains, and Commanders, junior to the President, are to be present when the Court Martial is assembled, and are to remain present until the proper number of Officers required to form the Court have been duly sworn. Formation of Court.

On the day prior to the assembling of the Court-Martial, the President is to make known, if necessary, that Lieutenants will be required to form a Court, in which case the four senior Lieutenants present are to attend the formation of the Court. When Lieutenants are required to attend.

5.

Officers whose duty it may be to attend as members of a Court-Martial, shall sit only in the confirmed rank in which they are borne on the books of the ships to which they respectively belong, and according to which they are paid;—except Commodores, who, when acting in conjunction with senior Captains, shall sit only according to their seniority as Captains. Officers to sit according to seniority.

6.

The Officer who is to preside at the Court-Martial, shall take care that a copy of the Charge or Complaint be delivered to the person accused, as soon as may be after he shall have received the order to hold such Court-Martial, and not less than twenty-four hours before the trial, except in cases of Mutiny, or under such other pressing circumstances, as might render such delay inexpedient to the Public Service. Copy of Charges to be given to prisoner at least twenty-four hours before the trial.

7.

Courts-Martial shall be assembled and held in the most convenient part of the Ship, and be public; and all persons, excepting such as are intended to give evidence, shall be admitted. Courts-Martial to be public.

8.

When there shall be no Prosecutor present, the Judge-Advocate, or Person acting as such, shall conduct the proceedings on the part of the public, so as to bring the whole case in the fullest manner before the Court. When there is no Prosecutor, Judge-Advocate to act.

9.

If any Officer required by his rank to sit at a Court-Martial, be personally interested in the matter to be tried, he shall not, if the objection to him be made known, be permitted to be of the number of members of whom the Court shall be composed. If any doubt shall arise as to his being so personally interested, the question shall be decided by the majority of Officers, whose duty to sit in the Court is unquestioned. If objections are raised against particular members.

10.

As soon as the Court is assembled, and before being sworn, the names of the Officers composing the Court shall be read over to the Prisoner, who shall be asked if he objects to being tried by any member of the Court; and if the Prisoner shall object to any member the Court shall proceed as is directed in the 53rd section of the Naval Discipline Act. If Prisoner objects to any particular Member.

11.

When the Court is assembled, the Person to be tried, as also the

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Preliminary proceedings for formation of the Court.

Prosecutor, if any, shall be brought before it; the Judge-Advocate shall read the Warrant or Power authorizing the Court to assemble, and shall, immediately after, administer to the members the oath prescribed in the 54th section of "The Naval Discipline Act, 1861; and shall himself likewise take the Oath prescribed in the 55th section of the said Act. He shall next read the Charge or Complaint against the Person to be tried, and thereupon the Court may proceed to call Witnesses; but they shall not question the said Witnesses until an Oath shall have been administered by the Judge-Advocate, in the words following, which the Witness is to repeat:—

Oath.

"*I, A. B., do most solemnly swear, that in the Evidence I shall give before the Court on the present Trial, I will, whether it be favourable or unfavourable to the Prisoner, declare the truth, the whole truth, and nothing but the truth; So help me God.*"

12.

Prisoner pleading Guilty.

The Prisoner is not to be called upon to plead to the charge or charges exhibited against him; but should he, voluntarily, plead guilty, his plea is to be recorded, and sentence passed accordingly. On such occasions, the Prisoner may, before the Court shall proceed to deliberate as to the sentence to be pronounced, call evidence as to his general character, but on no other point.

13.

Duties of Judge-Advocate. Evidence to be written down.

The Judge-Advocate shall take down in writing the Evidence given by each Witness, and shall read the same, in his hearing, to the Court when required to do so, that in case of a mistake, it may be corrected. He shall also take Minutes of the Proceedings of the Court; and, when there shall be occasion, advise the Court of the law, and the proper forms of proceeding,—delivering his opinion on any doubts or difficulties that may arise in the course of the trial.

14.

Voting of the Members

In taking the opinion of the Court upon all questions the junior Officer shall vote first, and then the other Officers, in order, up to the President; and the votes of the majority (except for judgment of Death, for which see clause 2, in section 46, of the Naval Discipline Act) shall decide the question. Should the members of the Court disagree upon any question, and on a division the votes should be equal, the point in question shall receive the construction most favourable to the Prisoner.

If there is an equal division of votes.

Votes may be revised.

When any question has been once decided by the Court, the decision is to be binding upon the whole Court; but the President may, if he shall think fit, require the members of the Court to revise their votes, commencing, as before, with the junior member.

15.

Examination of Witnesses.

Witnesses intended to be examined must not be admitted into Court until called; and in their examination the following method shall be observed: First, such as are in support of the Charge are to be questioned by the Prosecutor (if there be one), by the Court, or Judge-Advocate, and afterwards by the Prisoner; then such as are produced on the part of the accused are to be examined, and the Prisoner is to begin with his questions if he shall think fit. If a question proposed be objected to, the opinion of the Court shall be taken, and the question shall be admitted or rejected, as the majority shall agree.

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16.

The Prosecutor is to be considered as a competent witness; but, where there are other witnesses to the facts, his evidence shall be taken first. He may be recalled, for cross-examination, by the Court, or by the Prisoner, during any part of the proceedings, but not for the purpose of giving evidence on any new matter. Prosecutor may be a witness.

17.

The Court, or the Judge-Advocate (with the consent of the Court), may recall a Witness at any period of the trial: and may before the opening of the case for the defence, call and examine any other person touching the matter in question, whose evidence the Court may deem necessary for the furtherance of the ends of justice; and may also, after the close of the case for the defence, call and examine any other person, whose evidence the Accused may show to the Court to be material in his behalf. Witnesses may be recalled.

18.

When the Evidence is closed, the Prisoner shall be removed, and the Prosecutor and bystanders shall withdraw. The Court shall then consider the matter in evidence before it, and the Judge-Advocate, by the direction of the Court, shall draw up such questions as shall be agreed upon, whereon to form a determination in regard to the innocence or guilt of the Prisoner. If the Prisoner be found guilty of a breach of any of the Articles of War established by law, the Court shall consider and determine on the punishment proper to be inflicted in conformity therewith. The Judge Advocate shall draw up the sentence accordingly, being careful to specify therein the charge, or substance of it; and the same shall be signed by every member of the Court, by way of attestation, notwithstanding any difference of opinion there may have been among the members. Deliberation of the Court. Drawing up the Sentence.

19.

After the Sentence shall have been drawn up and signed, all persons shall be re-admitted, and the Prisoner being also present, the Judge-Advocate shall, by direction of the Court, pronounce the same. Reading the Sentence.

20.

Immediately the Court-Martial is over, the Judge-Advocate is to deliver to the President, the original, or a copy of the sentence (according to circumstances, as explained in the following Article), who is to wait upon the Commander-in-chief or senior Officer present with the same. President to wait on Commander-in-chief with the Sentence

21.

The original Minutes of the Evidence and Proceedings, and the Sentence passed by the Court-Martial, shall be transmitted, by the Judge-Advocate to the Commander-in-chief, or senior Officer present, as directed in the 59th section of the Naval Discipline Act, to be, by such Commander-in-chief or senior Officer, forwarded to the Secretary of the Admiralty. Disposal of the Minutes..

If the Court Martial shall have been held at a place distant from the Commander-in-chief, and the senior Officer present shall deem it expedient to transmit the minutes and sentence direct to the Admiralty, —the Judge-Advocate shall make a copy thereof, to be forwarded by When Minutes and Sentence should be

sent direct to the Secretary of the Admiralty.

him to the Commander-in-chief; but where the authority of the Commander-in-chief is required to carry the sentence into execution, the original proceedings and finding of the Court must be sent to that Officer in the first instance, and copies thereof furnished to the Admiralty.

22.

Execution of the Sentence of Death.

When Sentence of Death is to be executed, or other public punishment inflicted, upon any Criminal, notice shall be first given from the Ship by a signal and by firing a gun, upon which the Captains of all Ships present shall summon their companies upon deck to witness the punishment, and shall make known to them the crime for which it is about to be inflicted.

23.

Corporal Punishment to be inflicted at once.

When it may be deferred.

When the Sentence of a Court-Martial awards Corporal Punishment, the Commander-in-chief, or other Officer, whose duty it may be to have the Sentence carried into effect, is to cause such punishment to be inflicted forthwith, or as soon as the convenience of the Service will admit; excepting only in cases where he may see reason, from the state of health of the Prisoner, or other sufficient cause, to defer ordering such punishment.

24.

Imprisonment.

When a Court-Martial awards Imprisonment, either with or without hard labour, such Imprisonment shall be expressed as commencing from the date of the sentence.

25.

Pecuniary allowance to Judge-Advocate, &c.

The pecuniary allowance to the Deputy Judge-Advocate, or to an Officiating Judge-Advocate, of a Court-Martial, shall be as follows, viz.:

	£	s.	d.	
If the Court shall sit one day only	4	0	0	To be paid by the Paymaster of the Flag Ship at the Port where the Court-Martial is assembled.
If more than one day, then for each day	3	0	0	
The Pay of a Provost Marshal shall be—				
For each day the Court sits	0	10	0	
For each day, exclusive of those days on which the Court has sat, during which he may have a Prisoner in his charge, for each Prisoner.*	0	4	0	

26.

Expenses of Witnesses to be defrayed by Judge-Advocate.

The payment of reasonable expenses of Witnesses who may not be subject to the Naval Discipline Act, summoned to give evidence at a Court-Martial, is to be made by the Judge-Advocate, who is to be repaid, under the direction of the President, by the Paymaster of the Flag Ship, at the Port where the Court-Martial is assembled; and the Judge-Advocate is to report to the Secretary of the Admiralty the particulars of all such payments, when the Minutes of the Proceedings are forwarded, or as soon after as may be.

* But not to be paid, for any one day, whatever number of Prisoners may be in his charge beyond five, more than the sum of One Pound.

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Chapter XII.

DISCIPLINE

1.

In every Ship in which there is a Chaplain, the Captain is to be careful that the attention and respect due to his sacred office be shown him by all the Officers and Men, and that Divine Service, according to the Liturgy of the Church of England, be performed, and a Sermon preached, every Sunday,—if the duties of the Ship or the state of the weather do not absolutely prevent it,—at which he and such of the Officers and Ship's Company, as are not required to be absent on Ship's duty, are to be permitted to attend; and he is not to employ the Ship's Company on Sundays in any other works than those which the Public Service shall absolutely require. Every week-day, after morning quarters or divisions, at the discretion of the Captain, short prayers, from the Liturgy of the Church of England, are to be read publicly to such of the crew as can be spared to attend.

Divine Service on Sundays.

Morning prayers on week-days.

2.

Roman Catholics, who may entertain religious scruples in joining in the service of the Church of England, are to have full liberty to absent themselves from such service. As, however, it is indispensable that there should be perfect order and silence throughout the Ship during the celebration of Divine Service, all Roman Catholics who do not attend, are to remain in their mess places, or such other place as the commanding Officer may appoint.

Commanding Officers are to take the utmost care to prevent any unseemly interruption to Divine Service; and they are, at the same time, to make such arrangements as will guard against the Roman Catholics being assembled in any place which might give them the appearance of forming, by compulsion, a part of the congregation.

Roman Catholics'

Religious scruples to be respected.

3.

Every facility, consistent with the convenience of Her Majesty's Service and the state of the weather, is to be afforded, by Officers in command, to enable the Officers, Seamen, and others of the Fleet, professing the Roman Catholic religion, to attend Divine Worship, according to the forms of that religion, in the floating Chapels established by the Admiralty in the different home ports for that purpose, or in any Roman Catholic Chapel in the Queen's dominions. The boats which convey the men are to be manned by Roman Catholics, and to be placed, if possible, under the charge of an Officer of that persuasion; and if the adequate number of men cannot be furnished from any single Ship, such arrangements must be made by the senior Officer present as will provide the necessary boat's crews from Ships lying near to each other. The whole of the men, on their arrival at the Chapel, or on landing, are to be in charge of a Lieutenant, of the Roman Catholic religion, if there be one available, otherwise a Lieutenant from a Ship having the guard, or some other Lieutenant, will be specially nominated for this duty, who is to see that proper decorum be observed, and that

Performance of Roman Catholic Service at the Home Ports, &c.

Boats to convey the men.

Officer to have charge of men.

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the men return to their respective Ships when the Service is over, unless they have permission from their commanding Officers to go on leave.

4.

Profane conduct, and disorderly practices, to be discountenanced.

The Captain is to discountenance and suppress all cursing and swearing, drunkenness, gaming, rioting, and quarrelling; all dissolute and disorderly practices, and, in general, everything tending to the disparagement of religion, or to the promotion of vice and immorality. From him will be expected an example of respect and obedience to his superiors, of unremitting attention to duty, and a cheerful alertness in the execution of it in all situations, and under all circumstances; and although particular duties are assigned, and various instructions given to every Officer in Her Majesty's Navy, yet the Captain must see that all those instructions are obeyed, and all those duties performed, by the Officers to whom they are respectively addressed or assigned. From him it will be expected, that all persons (whether Officers or others) be corrected, or their conduct properly represented, who shall be disobedient or disrespectful to their superiors, or neglectful of their duty, or who, by their conduct or conversation, shall endeavour to render any Officer or other person dissatisfied with his situation, or with the service on which he is employed. He is to observe, with particular attention, the conduct of every Officer and other person under his command, that he may be able to make correct reports of their respective merits, and give them such testimonials as they may really deserve. It will likewise be his duty to impress upon those deputed to carry out his orders, the necessity of avoiding abusive language, and expressions which may tend to irritate the minds of the men; and, whilst upholding the legitimate authority of all the Officers under his command, he is to check, by timely reproof, any tendency to abuse of power, and to recommend, by his own example, a firm but conciliatory manner of conducting their duty, by which the respect and confidence of the men will be ensured.

Abusive language to be checked.

5.

Respect to be paid to superior Officers.

Every Officer, or other person belonging to the Fleet, is to conduct himself in the discharge of his duty with the utmost respect to his superior Officers, whether attached to the same Ship or not, and is, on all occasions of meeting, passing, or addressing such superior Officers, whether afloat or on shore, they being in the uniform denoting their ranks, to pay them the accustomed marks of respect.

To Officers of the Army.

Officers and men of the Royal Navy are to pay the customary mark of respect to such Officers of the Army as are entitled to be saluted by Officers and men of corresponding ranks in their own service.

A non-compliance herewith to be reported.

Officers and others neglecting to comply with the foregoing instructions are to be reported to the Captain of the Ship to which they belong, and by him, if necessary, to the Commander-in-chief or senior Officer present.

6.

Duty on receiving orders at variance with the Instructions.

If an Officer shall receive from his superior an order, which he may deem at variance with any Article in the Queen's Regulations and Admiralty Instructions, or with any particular order that may have been issued by the Admiralty, or other his superior Officer, he is to

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represent verbally—or in writing if it should not require immediate obedience—such contrariety to the Officer from whom he may receive it; and if, after such representation, that Officer shall still direct him to obey the order he has given him, he is to do so; but he may if he think it necessary, report the circumstances, through his commanding Officer, to his Commander-in-chief, or to the Secretary of the Admiralty, as the case may require.

7.

Arrest of Officers.

If any Officer shall disobey orders, or otherwise misbehave, he may be placed in arrest, and information thereof, with the particulars of the offence, shall, as soon as possible, be transmitted to the Commander-in-chief, where there is one, or to the Secretary of the Admiralty, in order that the earliest convenient opportunity may be taken for bringing such Officer to a Court-Martial. But should the commanding Officer be induced, from any circumstances, to order the release of such Officer from arrest, and to withdraw (or allow to be withdrawn) the charge against him, such Officer is to return to his duty, without prejudice to the future investigation of any complaint on his part relative to such arrest; or should the cause for placing an Officer in arrest be of a nature to induce the commanding Officer, or other superior authority, to deem it necessary that it should be brought before a Court-Martial, but any emergency of the service should render it requisite, in the opinion of the commanding Officer, or other superior authority, that the Officer in arrest should be released therefrom, without the charge against him being withdrawn, he may give orders to that effect, and the Officer shall return to his duty accordingly, without prejudice to his future trial, or to the inquiry into the charge on which he was placed in arrest, if the authority vested with the power of ordering a Court-Martial should think fit to order it.

Release from arrest.

8.

Arrest not to be adopted as a punishment, only for safe custody.

When it may be necessary to place an Officer or other person belonging to the Fleet in arrest, the Officer under whose authority the same is done, is to take care that no more restraint be placed upon the personal liberty of the prisoner than the discipline of the service requires, and the nature of his offence may render expedient. The arrest is not to be adopted as a punishment, but as the means of insuring the safe custody of the offender until he can be brought to trial.

9.

Complaints against a superior Officer.

If an Officer shall observe any misconduct in his superior, or shall suffer any personal oppression, injustice, or other ill-treatment, he is not on that account, to fail, in any degree, in the respect and obedience due to such superior Officer; but he is to represent such misconduct or ill-treatment, in the first instance to the Captain of the Ship to which he belongs; or, subsequently, as circumstances may require, through his commanding Officer, to the Officer commanding the squadron in which he serves; or to the Commander-in-chief; or, finally, to the Secretary of the Admiralty.

10.

Officers to refrain from conduct that may tend to lessen the

Every Officer is enjoined to refrain from making any remarks or observations on the conduct or orders of any of his superior Officers, which may tend to bring them into contempt; and to avoid saying or doing anything which, if seen or heard by, or reported to, the ship's

authority of their superiors, or to discouragement of the men.

company, might discourage them, or render them dissatisfied with their condition, or with the service on which they are employed, or with any service on which they may be ordered: and if any Officer shall so far forget so essential a part of his duty as, either by his conduct or observations, to endeavour to lessen the respect due to his superior, or, to his orders, or to dishearten the ship's company, or any part of them, or to render them dissatisfied, every Officer who shall witness such conduct, or shall hear such observations, is charged to report them immediately to the captain of the Ship, or, through his commanding Officer, to the Commander-in-chief, as circumstances may require.

11.

Combinations of Officers, or others, are prohibited.

All combinations of persons belonging to the Fleet for the purpose of bringing about alterations in the existing rules and regulations of the Royal Navy, whether affecting their interests individually or collectively, are prohibited, as being contrary to the established usage and practice of the service, and injurious to its interests and discipline. Every person is by the "Naval Discipline Act, 1861," (Section 33) fully authorized, individually, to make known to his superior any just cause of complaint; but individuals are not to combine, either by the appointment of committees, or in any other manner, for the purpose of obtaining signatures to memorials, petitions, or applications; nor are they, collectively, to sign any such documents.

Complaints can be made by individuals.

12.

Writing in newspapers forbidden.

Every person belonging to the Fleet is forbidden to write for any newspaper on subjects connected with the Naval Service; or to publish, or cause to be published, directly or indirectly, in a newspaper or other periodical, any matter or thing relating to the public service.

13.

Officers are not to accept presents from any foreign Power.

The Diplomatic Servants of Her Majesty being prohibited from accepting any presents which the Sovereign or State to which they are accredited might be disposed to bestow upon them, and it being expedient that an uniform practice in this respect should be observed by all the Queen's Servants, whether Diplomatic, Naval, or Military;—Officers belonging to Her Majesty's Naval Service, or to the Royal Marine Corps, are not to accept any presents from any foreign Sovereign or State, or from any foreign Functionary.

14.

Presents from Officers or Seamen of the Fleet are not to be received.

No Officer of Her Majesty's Navy, of whatever rank or grade, nor any Officer of Royal Marines, shall allow himself to be complimented by presents of Plate, Swords, &c., or by any collective expression of opinion, from Officers, Petty Officers, or Seamen of the Fleet, or from Officers, Non-commissioned Officers, or Privates of Royal Marines.

15.

Women not to be carried to sea, without express authority.

The Captain is not to allow the wife of any Officer or Man, or any other woman, to be carried to sea in the Ship he commands, without permission in each case from the Admiralty, if the Ship is on the Home Station, or that of his Commander-in chief or senior Officer present, if abroad. Before the Ship proceeds to sea, he is to send a return to the senior Officer present, for the information of the Admiralty, if at home,

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or of his Commander-in-chief, if abroad, of all women on board; and he is to be careful on all occasions to make a correct report in the list of passengers embarked, at the end of each quarter, of every woman who may have been carried to sea in his Ship.* Report of women embarked. *Appendix*, 72.

16.

When the Captain of one of Her Majesty's Ships may happen to sleep on shore, the Officer next in command to him is not to be absent from the Ship on the same night, unless by special permission; and no Officer is to remain out of his Ship for the night, without previously obtaining the sanction of the Officer in command. Sleeping out of the Ship.

17.

Every Officer is to follow the motions of the senior Officer present, by striking or getting up the yards and topmasts, loosing or furling sails, or by doing any other duties, at the same time they are done in the senior Officer's Ship, unless such senior Officer should dispense with his doing so;—but Surveying Ships, when not diverted from their special duties, Troop Ships, and Store Ships, are not to be required to follow the senior Officer's evolutions for exercise. Senior Officer's motions to be followed. Ships excepted from above.

18.

The Captain is to divide all the Ship's Company, exclusive of the Marines, into Divisions, and to appoint a Lieutenant to command each Division, who is to have under his orders as many Sub-Lieutenants or Midshipmen as the number on board will admit. The duties of an Officer in charge of a Division are laid down in the instructions for Lieutenants, and the Captain is to take care that the directions therein contained are duly attended to, and punctually carried out. Ship's Company to be placed in Divisions, each to be under charge of a Lieutenant.

19.

The Captain is to take measures to prevent the Officers from indulging in an extravagant mode of living in their messes, as the prevalence of such a practice is detrimental to the discipline of the service, and must moreover, press hardly on those individuals who have little or no means beyond their pay, and he is therefore to give such orders as will effectually carry out the following regulations; and Commanders-in-chief or senior Officers, on their inspections, are to make special inquiry, with a view to ascertain whether the said regulations have been properly observed;— Officers' messes.

I. In Ward-room messes the entrance is not to exceed 12*l.*, and the monthly subscriptions 3*l.*, for each member. Ward-room mess.

II. In Gun-room messes the entrance is not to exceed 8*l.*, and the monthly subscriptions, including all extras, 1*l.* 10*s.* for each member. Gun-room mess.

III. The internal economy of each mess is to be conducted by a Caterer, or a Committee, as the Officers may elect; any irregularity on the part of a member is to be checked by the senior executive Officer present, or, if necessary, reported to the Captain or commanding Officer. Internal economy.

IV. Wine, spirits, and beer are not to be received on board any of Her Majesty's Ships, without the written approval of the Officer in command. Wine, spirits, &c.

* This order is not to be considered as applying to the wives and daughters of Military Officers and Men, embarked for passage in Troop Ships, under proper authority,—special instructions being made with respect to such persons.

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Mess statement to be prepared quarterly.

v. At the expiration of every Quarter, a statement, in duplicate, is to be prepared by the Committee or Caterer, showing the liabilities of the mess, the money in hand to meet those liabilities, the amount of entrance and monthly subscription required, and the sum owing by each member; one copy of this statement is to be retained in the mess, for he information of the members, and the other is to be delivered to the Captain by the senior executive Officer. In Gun-room messes the statement referred to is to be audited by a Lieutenant, the Paymaster, and Naval Instructor, under the directions of the Captain. Should the Captain, on receiving these mess statements, or at any other time, observe any irregularity or extravagance, which it may not be within his province to remedy or check, he is to report the same to his Commander-in-chief, if he be serving under one, and if not, to the Secretary of the Admiralty.

The Gun-room mess statement to be audited.

Extravagance to be reported.

Engineers' mess same as Gun-room.

vi. The Engineers' messes are to be conducted on the same principles, and the accounts are to be prepared quarterly, audited, and submitted to the Captain, as enjoined in the case of Gun-room Officers' messes.

Mess debts

vii. Mess debts should be settled once a month, but in no case should they be allowed to remain unliquidated beyond the end of the Quarter.

Officers leaving ship in debt.

viii. No Officer should leave his ship in debt to the mess; but, when he is obliged to do so, he is, with the sanction of the Captain, to make a satisfactory arrangement for the payment of the same within a given time.

All Officers to join their proper messes.

ix. All Officers belonging to and doing duty in the ship are to be required to join the mess to which by their rank they belong, and to take their meals at the public table, unless prevented by illness. Supernumerary Officers doing duty, taking passage, and living on board, are to join their proper mess; and, when they do not pay a mess entrance, they may, in addition to the subscription of the regular members, computed at a daily rate, be charged not more than 6*d.* a day in Ward-room messes, and 3*d.* a-day in Gun-room and Engineers' messes.

Supernumeraries taking passage.

All mess debts to be paid before ships leave the port.

x. If it be necessary to lay in a larger mess stock than usual, to meet the requirements of a long voyage, such stock is to be paid for by a monthly subscription in advance; and Officers in command, as well as others, are to take care that, before the ship leaves the port, all the mess debts, for stock and furniture, have been duly discharged.

By observing the foregoing rules, and carrying them out in a proper and becoming spirit, the comfort of the Officers will be increased, while, at the same time, the public service will be benefited by the avoidance of irregularities in mess transactions.

20.

Ship's Steward's mess place. No irregular mess place allowed.

The Ship's Steward, Cooper, Steward's Assistant, and Boy are not to be allowed to form a mess together; and, on no account, is the Bread Room, nor any other part of the Ship, except where the men by the custom and regulations of the service are permitted to live, to be used as a mess place.

21.

Selling liquors to Ship's Company.

No person whatever is to sell on board any sort of beer, wine, or spirituous liquors to the Ship's Company; nor is any person belonging to the Ship to sell articles of any other description to the Ship's Company,

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without the written sanction of the Captain. The men are not to be allowed to sell, exchange, or in any manner to dispose of their clothes or bedding, without the permission of the Officer of the Division to which they belong.

Men not to dispose of their clothes or bedding without permission.

22.

Under the 12th section of the Act 16th and 17th Victoria, chap. 69, any person who shall, without the previous consent of the Officer in command, bring on board any of Her Majesty's Ships any spirituous or fermented liquor, or shall approach or hover about any such Ships for the purpose of bringing on board, giving, or selling spirituous or fermented liquors, without the previous consent of the Officer in command, or for the purpose of aiding, any Officer, Seaman, or Marine in Her Majesty's Service to desert or improperly absent himself from his Ship,—is liable to a penalty not exceeding ten pounds.*

Penalty for bringing spirits, &c., into the Ship without permission.

23.

Every possible endeavour is to be made to check desertion and straggling, and, by lawful means, to detect and apprehend men or boys who have deserted, or who are absent without leave. The reward that will be given for their apprehension is to be stated on the descriptions sent out; and on this point the Captain will be governed by the directions contained in Article 3, at page 213. At the home ports, the description papers are to be distributed as may be directed by the Commanders-in-chief, but one copy is invariably to be sent by the Captain to the deserter's or absentee's usual place of residence, if it be known, or to the Chief Constable of the place where he may be supposed to have gone. With regard to the expenses incidental to the custody and conveyance of deserters or stragglers (which are always to be particularly inquired into) the Captain is to observe that, as an ordinary rule, the charge for travelling should not exceed 1*d.* a mile each for the deserter or straggler and person apprehending him, and the same for the return journey of the latter. The sum allowed for the subsistence of the deserter or straggler is not to exceed 1*s.* a day whilst under detention, nor 2*s.* 6*d.* whilst travelling; and the only other charges, except in special cases, that should be sanctioned, are, a fee of about 2*s.* 6*d* to the Magistrate's Clerk, and one not exceeding that amount to the medical practitioner by whom the deserter or straggler may have been examined. No claim for loss of time, nor for subsistence, that may be made by any person apprehending a deserter or straggler is to be entertained.

Desertion and straggling.

Rewards for apprehension.

Appendix, 132.

Descriptions.

Expenses incurred for custody and conveyance of persons apprehended.

Claim for loss of time not allowed.

Should the person apprehending a deserter or straggler object to the Captain's award of compensation, or payment of expenses incurred, the case is to be submitted to the Commander-in-chief, who, if unable to determine the question himself, will forward it for the decision of the Admiralty.

If objection is made to expenses allowed.

24.

Under the 10th section of the Act 10th and 11th Victoria, chap. 62, any person who shall voluntarily deliver himself up and confess himself

Persons giving themselves up as deserters, &c.

* One moiety of the penalty recoverable under this Act is to be paid to the informer or complainant, and the residue thereof to the Commissioners of Greenwich Hospital.

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to be a deserter from any one of Her Majesty's Ships, or improperly absent from such Ship, and his statement shall not be true, is, if received into Her Majesty's Naval Service, to be deemed in Her Majesty's Navy, and liable to serve, and be detained therein, as if he had voluntarily entered; or, in case such person shall not be received into Her Majesty's Navy, he may, on conviction thereof before two Justices of the Peace, be adjudged to be punished, if in England, as a rogue and vagabond, and, if in Scotland or Ireland, by commitment to prison, there to be kept to hard labour for any time not exceeding three months. And by the 11th section of the same Act, persons persuading any one belonging to Her Majesty's Navy to desert or improperly absent himself from his duty, are subject to a penalty of twenty pounds; and for concealing or employing any person belonging to the Navy who shall be a deserter or improperly absent, the penalty is thirty pounds.*

Penalty for inducing others to desert, or for concealing a deserter.

25.

Civil Power to be assisted, but Persons under arrest not to be taken out of the Ship.

The Commanding Officers of Her Majesty's Ships will afford every facility to the Civil Power in detecting and apprehending persons serving on board any of Her Majesty's Ships who may be accused of having committed any crime. They will require any Constable or other Civil Officer coming on board one of Her Majesty's Ships for the purpose of searching for or apprehending persons so accused, to produce his Warrant, or to show some evidence of the character in which he acts; but when satisfied of the official character of a Constable or Officer, they will aid him to the utmost in the execution of his duty. Commanding Officers will be justified in not allowing any Petty Officer, Seaman, Non-Commissioned Officer of Marines, or Private Marine belonging to any Ship of Her Majesty to be taken under any Warrant, Process, or Writ of Execution whatever, which may be issued either in the United Kingdom or in any other part of Her Majesty's dominions, for any Debt or alleged Debt, unless such Debt shall have been contracted by such Officer, Seaman, or Marine at a time when he did not belong to Her Majesty's Service; and he will be justified in not allowing any Officer, Seaman, or Marine, who may be in arrest on board, to be taken out of the Ship under a Civil Process for Debt.

See Act 11, Geo. IV. chap. 20, sec. 80.

26.

On apprehension by Civil Power.

If any Petty Officer, Seaman, Marine, or any other person belonging to Her Majesty's Navy shall be arrested, apprehended, or taken in execution on any Civil or Criminal Process, the Captain of the Ship in which he may be serving is to report the circumstance to the Commander-in-chief or Senior Officer present; and, if taken from on board, the Captain, before delivering him up, is to ascertain the name and address of the Officer into whose charge or custody he is consigned.

See Note, *Appendix*, 118.

27.

Civil arrest of an Officer to be reported.

In the event of any civil or criminal arrest of an Officer belonging

* One moiety of the penalty recoverable under this Act, is to be paid to the informer or complainant, and the residue thereof to the Commissioners of Greenwich Hospital.

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to one of Her Majesty's Ships, the Captain is to report the circumstance to the Commander-in-chief, for the information of the Admiralty.

28.

*Good Conduct Badges for Seamen.**

A distinctive badge, having reference to length of service and good conduct, may, under the following regulations, be conferred by the Captain on— Good Conduct Badge.

I. Any Chief Petty Officer, except the Ship's Steward;

II. Any First-class Petty Officer;

III. Any Second-class Petty Officer, except Head Krooman;

IV. Any of the remainder of the Ship's Company, except such as may be rated in the capacity of,—

Officers' Servants, Stewards, Cooks and Domestics, and their Assistants;	Cook's Mate;
Ship's Steward's Assistant;	Ordinary and 2nd-class Ordinary Seaman †
Tailor;	Barber;
Shoemaker;	2nd Head Krooman and Kroomen;
Sick Berth Attendant	Boys.

29.

Any Petty Officers, Seaman, Artificer, &c., holding a rating other than those excepted in the foregoing Article, when he shall have completed three years' service, exclusive of boy's time, is eligible to claim one good conduct badge, with the pay attached thereto (except Masters-at-Arms and Ships' Corporals, who, although eligible for badges, are not entitled to any pay for the same), provided that during the last two years of that period he shall have invariably conducted himself with sobriety, activity, and attention, so as to deserve the character of "*Very Good.*" When eligible for one Good Conduct Badge. For two.

After eight years' service, he is eligible to claim two good conduct badges, provided he has worn the first badge continuously during the previous two years.

After thirteen years' service, he is eligible to claim three good conduct badges, provided he shall have worn the second badge continuously during the previous two years; and provided always that in these respective cases he has maintained the same high character that entitled him to the first badge. For three.

30.

With reference to the qualifications required of Merchant Seamen who may enter the Royal Navy, the following regulations are to be observed:— Merchant Seamen eligible for Good Conduct Badge.

Any person holding a rating other than those excepted in Article 28, who shall have a combined servitude in the Revenue or Merchant Service and Royal Navy of four years, exclusive of apprenticeship time, shall be eligible to obtain the first good conduct badge, provided he shall have completed a period of one year's service in the Royal Navy, immediately preceding the bestowal of the badge, and shall have merited the character of "Very good;" and can further produce satisfactory certificates of very good conduct during his last two years' service in Merchant Vessels.

* For instructions relative to Good Conduct Badges for Marines, *vide* Article 10, at page 147.

† Time served as Ordinary, or 2nd Class Ordinary Seaman is to count, prospectively, as time served for good conduct badge.

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31.

Notation respecting Good Conduct Badges, on men's certificates.

The date of a good conduct badge being conferred, or taken away, is to be noted, and the notation signed, by the Captain, on the man's certificate at the time; and the character of "Very Good" recorded on such certificate is to be considered in the man's next ship as a claim to the badge and pay, when he shall have served sufficient time to entitle him thereto, according to the foregoing regulations.

On determining the amount of Pension.

The circumstance of a man having obtained the Good Conduct Badge will be considered in determining the amount of his pension.

Pensioners.

Men in the receipt of pensions may be awarded the Good Conduct Badge, but are not to receive badge pay.

Description of Badges to be worn.

The First Good Conduct Badge is to be a stripe of gold lace, according to pattern.

The Second Badge is to be two stripes of gold lace.

The Third Badge is to be three stripes of gold lace.

The badge is to be worn on the upper part of the left sleeve of the jacket or frock; with duck frocks it is to be of blue serge, and with serge frocks of white drill instead of gold lace.

32.

Care enjoined in awarding Good Conduct Badges.

The advantages to the discipline of the Service, and the benefits intended to be conferred upon the Petty Officers and Seamen of the Fleet, by the foregoing regulations respecting good conduct badges, will depend, in a great measure, upon the strictest impartiality being exercised in carrying them into effect; and the Captains of Her Majesty's Ships are to take the utmost care in ascertaining the time served by, as well as the character of, the men who are candidates for badges, and never to bestow them, in the first instance, or reconfer them, on any man who is not in every way eligible to receive the distinction. Commanders-in-chief or senior Officers mustering or inspecting Her Majesty's Ships, are to satisfy themselves that the regulations referred to have been properly carried out, and if they shall discover any irregularities in respect thereto, they are to cause the same to be remedied forthwith, noting the particulars in their reports for the information of the Admiralty.

Inquiries to be made on Inspection.

33.

Officers' Certificates of Conduct.

The Captain is to give to every Officer under his command such testimonials as his good conduct, zeal, and ability may be considered to entitle him; and on every certificate given to a Sub-Lieutenant, Warrant, or Subordinate Officer (if on discharge) the cause of discharge is to be stated, and if it be to another Ship, the name of such Ship is to be noted and by whose order he is so discharged.

Notations thereon.

As it is of great importance that the conduct of an Officer should be correctly represented in the certificate granted to him, the Captain is to be careful to express his opinion in terms strictly in accordance with the Officer's merits in so far as he has been able to judge of them. The subordinate Officers and Engineer Officers will be required to produce their certificates on presenting themselves as candidates for examination, and the Warrant Officers theirs, before any claims from them for advancement will be attended to; these Officers are therefore

Production of Certificates at examination.

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to take particular care of their certificates, and to furnish themselves with attested copies of them, to guard against the inconvenience that would arise if the originals should be lost. The form of certificate for Officers is given in the Appendix.

Appendix, 130.

34.

Considering that the time during which a junior Engineer, or Subordinate, Officer, may not have maintained a character for diligence, sobriety, and attention to duty, will not be accepted as time to qualify him for examination,—the Captain is not, indirectly, to assume the power of depriving such officer, for a lengthened period, of the advantages of service, by withholding his certificate; but in the event of the general conduct of an Officer being such as to preclude the Captain from giving him a certificate that would carry time with it, he is not to allow a longer period than three months to elapse without reporting the circumstances to the Commander-in-chief or senior Officer, for the information of the Admiralty; and, in such cases, on the discharge of the Officer from the ship, the Captain must specify, on his certificate, between what dates his conduct has not merited the usual terms of approval.

Junior Officer's certificate not to be withheld more than three months, without its being reported.

35.

The parchment certificate of the service, ability, and conduct of Petty Officers, Seamen, Marines, and Boys is to be properly filled up and signed according to the form in the Appendix.

Parchment Certificates. *Appendix*, 131.

As the value and importance of this certificate to the individual, as well as to the public service, will depend on the exercise of proper judgment in filling such certificate, and as the Admiralty have authority to disallow any time in awarding a pension during which a man shall not have maintained a good character, the Captain is to make himself well acquainted with the ability and conduct of every Petty Officer, Seaman, Marine, and Boy serving on board, to enable him to perform this duty with satisfaction to himself and justice to others. He should reflect that the man's character on his certificate is his passport through life; and he is to take to his assistance the Officer next in command to himself, the Lieutenant of the Division to which the man belongs, or such other persons as he may see fit, before assigning his character. This should be done on the Ship's passage to England, or, in the case of vessels on the Home Station, before being paid off.

Importance of carefully filling in the men's parchment certificates.

To be filled in on passage home.

36.

The following scale of characters of men is to be adopted, with any additional notice of extraordinarily meritorious services that may, in the opinion of the Captain, deserve to be specially recorded:—

Scale of characters to be adopted in the men's certificates.

I. Very good.	IV. Indifferent.
II. Good.	V. Bad.
III. Fair, or passable.	

The character of every man and boy is to be noted on his certificate, in the Captain's own handwriting, at the end of his first twelve months' service in the Ship, again at the end of the second twelve months, and finally on his discharge, and it is only to be considered with reference to his conduct for the period since his last character was awarded in the Ship.

Character to be noted on certificate every twelve months.

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Character to be read to men on discharge.

On a man being discharged, his character, as recorded on his parchment certificate, is to be read to him by the commanding Officer.

37.

Defaulter's Book. All offences and punishments to be entered.

Appendix, 119.

If punishments are awarded by Officer second in command.

All offences committed by, and punishments awarded to, any person on board under the rank of Subordinate Officer, are to be entered in the Defaulters' Book; and if the power of awarding any of the authorized punishments should be delegated to or exercised by, the Officer next in command to the Captain, under the provisions contained in these Instructions, such Officer is to furnish the Captain every morning (or, in the event of his having being absent or totally incapacitated by sickness, as soon as he shall resume his duties) with a list of the men and boys punished by his order, specifying their names, ratings, and offences, and the nature and extent of the punishment awarded by him in each case.

38.

Record of Conduct Book.

Appendix, 120.

The Captain will also take care that the Record of Conduct Book in the Form given in the Appendix, be carefully kept, under his own immediate superintendence, according to the following instructions on that head;—

I. Half a page, or a whole page, of the book is to be allotted to each man's name, and a summary of such of his offences as are not of a very minor character is to be inserted at the time.

Record of Leave.

II. A six-monthly record of leave,—in cases where the man has broken his leave,—is to be inserted.

III. Any alteration of conduct, either for better or worse, entitling the man, or rendering him liable, to a change of character, is to be recorded at the time when the alteration takes place.

Alteration of conduct.

IV. Any exemplary act on the part of a man is also to be recorded.

Exemplary act. Periodical record of conduct.

V. In the Record of Conduct Book the man's character is to be noted at the expiration of every six months, at which periods the Captain must examine all the entries which he has directed to be made in the book, subscribing them with his initials, and inserting the date of such examinations.

The Captain is responsible for entries.

VI. The Captain will be held responsible for the proper keeping of the Defaulters' Book and the Record of Conduct Book, and also for the correctness of the entries made in them. He is to produce them whenever the ship is inspected by a senior Officer, or whenever he may be required to do so by a superior authority. If superseded, he is to deliver both the books to his successor; or, if the ship be paid off, he is to transmit them to the Secretary of the Admiralty for the Accountant-General; taking care, in either case, to record the characters of the men up to the date of his supercession or discharge.

When Superseded. When Paid-off.

Entries in Record of Conduct Book to be read every six months.

VII. The entries of character made in the Record of Conduct Book, are to be read, publicly, in the presence of the Officers and Ship's Company, every six months.

39.

Sentences of Court-Martial and charges to be promulgated.

Whenever a Court-Martial is held on any Officer or man, at which sentence is passed convicting the prisoner, a copy of the charge or charges preferred against him, and of the sentence of the Court, is to be

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placed in the public order book of the station or squadron, for promulgation, and to be read, by the respective Captains, to their Officers and Ships' Companies, immediately after the quarterly reading of the Articles of War. The notices which may be issued from time to time, from the Admiralty, of the charges investigated and sentences passed by Courts-Martial, are to be read publicly, in like manner, to the Officers and crews of Her Majesty's Ships.

Sentences passed by Courts-Martial to be read publicly.

40.

The Captain is to take care that the "Articles of War" be hung up in some part of the Ship accessible to the whole of the Crew, and that the same be read to them, publicly, once in every quarter.

"Articles of War" to be hung up, and read publicly once a quarter.

41.

Whenever an Admiralty Circular, or any other order, is issued applying to Officers in general, or to individuals, the Captain of the Ship is to take care that it be made known to those whom it may concern, and they are, if required, to attest the same. If the Circular or order should apply to the Ship's Company, and be on a subject affecting their interests, or contain matter proper for them to be made acquainted with, they are to be assembled the first convenient opportunity, and it is to be read to them,—a copy thereof being afterwards placed in some part of the Ship accessible to the whole of the crew, for at least one week.

Admiralty Circulars to be made known to those they concern; if affecting the Ship's Company, to be read to them.

42.

As drunkenness frequently leads to the commission of offences, and is the cause of serious accidents, the Captain will feel the necessity of checking it by every means in his power,—occasionally warning the crew of its debasing effects and ulterior consequences, and urging the zealous co-operation and example of the Officers under his command towards subduing this serious evil, with the hope that a vice so derogatory to the honour and character of seamen may not degrade the service. Altercation, or any discussion, with a drunken man is in all cases to be avoided; nor is a person under the influence of liquor to be placed in a situation which may cause further excitement, and thereby lead to acts of unconscious violence and insubordination.

Drunkenness.

Altercation with drunken men.

43.

The Admiralty being authorized, by the "Naval Discipline Act, 1861," to issue regulations respecting the summary trial and punishment of persons under the rank of Officers, belonging to the Fleet, for offences (not being made capital by the said Act) committed by such persons against the good order and discipline of the Navy,—hereby direct that the following instructions (from Article 44, to Article 69), bearing on the 49th Section of the Act referred to, be carefully observed by Commanders-in-chief and senior Officers, as well as by the respective Officers in command of Her Majesty's Ships.

"Naval Discipline Act, 1861," summary punishments under the.

44.

All persons below the grade of Petty Officer, Non-commissioned Officer of Royal Marines, or Leading Seaman, are, by the respective Officers in command, to be classified for conduct, under the following regulations, namely,—

Classification of men for conduct.

1. There are to be two classes, hereinafter referred to as the first and second class.

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Qualifications for First Class.

II. All men and boys on first entering the Navy or Reserves, and all men and boys re-entering the Navy, or received from other ships, with certificates of conduct marked "Good," are to be in the first class.

Reduction to Second Class.

III. All Petty Officers, Non-commissioned Officers of Royal Marines, and Leading Seamen, are, when disrated for misconduct, either to be noted as belonging to the first class, or reduced to the second class, as the Officer in command may deem proper, according to the nature of their offence.

Other Men who are to be in the First Class.

Reduction to Second Class.

IV. All men below the grade of Petty Officer, Non-commissioned Officer of Royal Marines, and Leading Seamen, are, so long as they may be in possession of good-conduct badges or marks, to be considered as belonging to the first class: and when deprived of such badges or marks, for misconduct, they are either to be noted as belonging to the first class, or reduced to the second class, as the Officer in command may deem proper, according to the nature of their offence.

Classification of Marines.

V. Marines received from Head-Quarters are to be classed as recorded on the embarkation sheet sent with them.

Second Class.

VI. The second class is to consist of men and boys received from other ships, whose conduct has not entitled them to certificates marked "Good;" of men and boys reduced, by warrant, to that class, in the ship in which they are serving; and of men and boys who re-enter the Navy, and whose conduct, as recorded on the certificate for their last ship, has not entitled them to the character of "Good."

Men in First Class to be reduced by warrant;

not liable to corporal punishment, except for mutiny.

VII. Petty Officers, Non-commissioned Officers of Marines, Leading Seamen, men wearing good-conduct badges or marks, and all persons in the first class for conduct, under the foregoing regulations, committing any grave offence against discipline, or guilty of repeated misconduct, may, by the Officer in command, be removed by warrant, into the second class. They will not be liable to corporal punishment at the time when they are so removed (except for mutiny, as explained in Article 60), but in addition to degradation to the second class, such punishment, other than corporal punishment, may be awarded to them as the nature and degree of their offence may seem to deserve.

Cases where men need not be reduced to Second Class at the same time with other punishments.

When men must be so reduced.

Officers in command will bear in mind that although no Petty Officer, Non-commissioned Officer of Marines, Leading Seaman, or person in possession of a good-conduct badge or mark, can, when so rated, or while possessing such badge or mark, be belonging to the second class for conduct, it is not imperative on them (the Officers in command) in cases where such Petty Officers, Non-commissioned Officers of Marines, or Leading Seamen, may be disrated, or where men are deprived of good-conduct badges or marks, to reduce them at the same time for the same offence to the second class; but whether the offenders, in addition to other punishment, be reduced to the second class, or whether they be retained in, or noted as belonging to, the first class, must be distinctly set forth in the warrant for the primary punishment. It is to be observed, however, that if any of the foregoing be awarded corporal punishment for mutiny, or imprisonment for desertion, or any other offence, they must, at the same time, be reduced to the second class for conduct.

Restoration to First Class.

VIII. Men and boys in the second class, by a continued course of good conduct, for a period of not less than twelve calendar months, will

be entitled to be restored to the first class; but, by *very exemplary conduct*, they may gain for themselves the same advantage at the expiration of a shorter time of probation.

Second Class Boys not to be classed for conduct.

IX. With reference to the foregoing regulations, it is to be observed, that boys rated in the capacity of 2nd-class boys on the ship's books, are not to be classed for conduct; but at the time when they are advanced to the rating of 1st-class boys, they are, at the discretion of the Captain of the ship in which they are serving, to be noted as belonging either to the first or second class for conduct.

Classification to be noted in Description Book and Record of Conduct Book.

X. The class for conduct to which each man and 1st-class boy may, from time to time, be belonging is to be noted, in red ink, in the Description Book, as well as in the Record of Conduct Book.

Notations when men are discharged respecting their classification

When men or 1st-class boys are discharged from one ship to another, with a lower character marked on their certificates than that of "Good," it is to be noted on the transfer lists sent with them from what date they are entitled to reckon time for restoration to the first class. And in the case of Marines discharged to Head Quarters, the class to which they belong for conduct is to be inserted in the extract from the Defaulter's Book sent with them,—noting against those who may be in the second class, the date from which they are entitled to reckon time for restoration to the first class.

45.

No one but Captain and Officer next in command to inflict punishments.

The officer in command of a ship is held responsible for all punishments inflicted on board, and therefore none are to be ordered except by him, unless he shall think fit to delegate to the Officer next in command the power of awarding the minor punishments mentioned in sections III, IV, V, VI, IX, XII, and XV, of Article 50, to the limited extent specified in the last paragraph of that Article; and unless from the total incapacity by sickness, or prolonged absence on leave or otherwise, of the Captain, the next Officer shall have assumed, under proper authority, the charge and control of the ship.* The infliction of any punishments by other Officers is forbidden.

46.

Investigation of complaints

Hasty complaints are invariably to be discouraged. When complaints are made, and the service and the circumstances of the case will admit, their final investigation should be deferred until the following morning; at which time they should be fully investigated on the quarter deck, and the accuser and accused heard with impartiality,—both having a legitimate claim upon the Captain's attention, and an equal right to the just exercise of his authority.

47.

Inconsiderate or protracted punishments to be avoided.

Officers in command must remember that inconsiderate as well as protracted punishments generally lead to discontent, defeat their intended object, and cause distaste to the service; that the first consideration is the prevention of crime, and that discipline depends not on the severity either in the amount or duration of punishment, but rather on its certainty, and on its just administration, by making it commensurate to the offence.

* See Article 59, relative to the ordering of corporal punishments.

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48.

First and second offences.

First and second offences, when not of a grave nature, should in most cases be considered with leniency, and the previous character and conduct of the accused should always be taken into consideration. Admonition, and pointing out to the defaulter where error has been committed, may frequently be the means of checking future misconduct.

49.

Warrants to be read on quarter-deck.

Attestation by Officer preferring the complaint.

Before corporal punishment is inflicted, or confinement in jail, or in a cell, or under a canvas screen, is ordered, or a person is disrated for misconduct, or deprived of his good conduct badge or mark, or reduced to the 2nd class for conduct, the warrant for so doing is to be read on the quarter-deck, with the Article of War under which the prisoner is sentenced. Every warrant must bear the signature of the Officer or other person preferring the complaint, in attestation of the fact that such complaint was made by him.

50.

Minor punishments.

Duration of, to be fixed.

Minor punishments, which are hereby authorized, are to be of the following description; and it is considered that, when judiciously awarded, they will be sufficient to check all offences on the part of the Petty Officers, Seamen, Non-commissioned Officers, Marines, and Boys of the Fleet, not peremptorily demanding confinement in jail, corporal punishment, or trial by Court-Martial. Their duration is to be fixed when each complaint is investigated, and no punishment is ever to be prolonged "until further orders."

MINOR PUNISHMENTS.

Solitary confinement in a cell.

I. Solitary confinement in a cell, or under a canvas screen. This punishment is never to exceed seven days. In more aggravated cases of misconduct, the delinquent may be put on half allowance of provisions for the whole or a portion of the time, or on a diet of bread and water for a period not exceeding three days. The prisoner is to be visited every four hours by one of the police, and once a day by a Medical Officer.

Treatment of men under solitary confinement.

Men under solitary confinement in a cell, or under a canvas screen, or in irons, are to be deprived for the time of their knives, tobacco, and amusing books. They are to have their beds and bedding, and a sufficient quantity of clothes, and are always to be brought on the quarter-deck to stand abaft the main-mast during morning inspection, or abaft the mizen-mast at noon, to have their dinners there, if the Captain should so direct, and they are to be allowed to attend Divine Service.

Watered grog and extra duty.

Not to exceed seven days.

II. Six-water grog (if allowed grog); cleaning the head and pump-well, stoning the galley, or performing other similar work; eat meals under sentry's charge; deprivation of smoking, and to be under sentry's charge during smoking hours. If in harbour, or an idler at sea, to stand in, or walk, the lee gangway, from 8 to 10 o'clock P.M.; if at sea, and not an idler, to stand for one hour in his night watch, between two guns on the lee side of the quarter-deck, taking proper turn of duty at the wheel, look-out, &c. This punishment is not to exceed seven days.

III. Six-water grog (if allowed grog); cleaning the head and pump-well, stoning the galley, or performing other similar work. If in harbour, or an idler at sea, to stand in, or walk, the lee gangway, from 6 to 8 o'clock P.M.; if at sea, and not an idler, to stand for one hour in his night watch, between two guns on the lee side of the quarter deck, taking proper turn of duty at the wheel, look out, &c. This punishment is not to exceed ten days. Water-grog and extra duty. Not to exceed ten days.

IV. Six-water grog (if allowed grog). If in harbour, or an idler at sea, to stand in, or walk, the lee gangway, from 7 to 8 o'clock P.M.; if at sea, and not an idler, to stand for half-an-hour in his night watch, between two guns on the lee side of the quarter-deck, taking proper turn of duty at the wheel, look out, &c. This punishment is not to exceed fourteen days. Water-grog and extra duty. Not to exceed fourteen days.

V. Six-water grog (if allowed grog); stand for the latter half of the dinner hour on the lee side of the quarter-deck. This punishment is not to exceed twenty-one days. Not to exceed twenty-one days.

VI. Stoppage of leave;—not to exceed two months of harbour time. In the case of breaking leave, the stoppage is to be one day for every hour of improper absence,—subject to the same limit of two months. Stoppage of leave.

VII. Deduction from pay, for time of absence without leave, in accordance with the 22nd section of "The Naval Discipline Act, 1861." Deductions from pay. *Appendix*, 118.

VIII. Stoppage of Monthly Advance (with or without any other punishment); for drunkenness, leave breaking, or trafficking in spirits. Not more than two monthly payments are to be withheld for any one offence. Stoppage of Monthly Advance.

IX. Stoppage of grog,—for drunkenness only;—this punishment is not to exceed thirty days, and the amount of the stoppage, according to the saving price, is to be paid to the Surgeon, for the use of the sickness. The grog of an *habitual* drunkard, however, may be stopped at the discretion of the Captain, but payment, according to the saving price, is to be made to the individual, for any period for which it may be withheld beyond thirty days. Stoppage of grog.

X. Extra drills, for neglect or inattention at drills only,—but never to exceed two hours in one day. Extra guards are never to be ordered except for offences on duty. Extra drills and extra guards.

XI. For want of alacrity or attention aloft or on duty, or slackness in their watch or boats, the Officer in command may authorize the Officer carrying on duty to cause the performance of any evolution to be repeated in moderation; or extra lee-wheel, extra look-out, or walking the gangway, to be awarded, but these not to exceed two hours, and never to extend beyond the period of the watch. Want of alacrity or attention aloft.

XII. Persons of careless and inattentive habits, with reference to their clothes, hammock, or bag, may be made to carry them on their shoulder, but not to exceed an hour on the same day; and limited to three days. Careless and inattentive habits. Forfeiture of special indulgences.

XIII. Forfeiture of any special indulgences granted to the rest of the Ship's Company. The indulgence withheld is to be stated in the Quarterly Return of Punishments.

XIV. Men of continued irregular habits and disorderly conduct may be made to mess by themselves until they are reformed, and respectable messes are willing to receive them. And those who are habitually dirty are to be mustered in the morning with the boys. Bad characters to mess by themselves until reformed. Men always dirty to muster with boys.

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Boys Second Class may be caned in moderation.

XV. As it is necessary to check misconduct on the part of Boys, the custom of punishing them on the hand may be resorted to, in moderation—but not in any case to exceed six stripes or blows,—with boys rated in the capacity of second-class boys. Boys rated in the capacity of first-class Boys are not amenable to this punishment.

(NOTE.—Men under punishment are not to be allowed leave of absence.)

Punishments that may be awarded by Officer second in command.

The Captain may delegate to the Officer next in command to himself, the power of awarding the punishments mentioned in the following sections of the foregoing Article; viz.:

Section III.—For a period not exceeding five days.
" IV.—For a period not exceeding seven days.
" V.—For a period not exceeding ten days.
" VI.—For a period not exceeding seven days; but not to be applied to Petty Officers, Non-commissioned Officers, and Leading Seamen, without the sanction, in each case, of the Captain.
" IX.—For a period not exceeding seven days.
" XII.—For the whole period mentioned in the section.
" XV.—To the extent therein stated.

51.

Petty Officers not subject to certain minor punishments to be treated with consideration.

Petty Officers, Leading Seamen, and Non-commissioned Officers of Marines, are only to be subject to the minor punishments, stated in sections VI, VII, and VIII, of the preceding Article. They should be granted every reasonable indulgence, and treated with consideration. Being placed in situations of trust, they should be made to feel that confidence is reposed in them. If admonition will not avail with persons so rated, they are unfit for the situations they hold.

52.

Punishments to be suspended on Sundays.

All minor punishments, except to prisoners confined in the cells or under a canvas screen, or to whom the punishments mentioned in sections VI and IX of Article 50, have been awarded, are to be suspended on Sundays. Neither is corporal punishment to be inflicted on Sundays, except in cases of mutiny, where *immediate* punishment may be necessary.

53.

Dimensions of cells for confinement.

Cells for the confinement of prisoners on board Her Majesty's Ships, are not to be less than 6½ feet long, and 3 feet broad (with the full height between decks), and properly ventilated; and no cells are ever to be fitted or altered by the Captains of Her Majesty's ships without the authority of the Admiralty, if at home,—or of the Commander-in-chief, if abroad.

54.

Irregular confinement.

Confinement in coal-bunkers or other close places is forbidden; and no man is to be deprived of his night's rest at sea as a punishment.

55.

Use of irons to be avoided as much as possible.

The use of irons is as much as possible to be avoided; recourse to that punishment being had only for security, or in cases of mutinous conduct.

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56.

If a Petty Officer or Seaman,* entitled to wear a good-conduct badge, shall commit any offence for which the Captain shall consider that he should be punished by the forfeiture of one or more of his distinguishing marks, and the pay attached thereto, such offence shall be inquired into under a warrant, and the Captain may cause the offender to be deprived of one or more of such marks, and the additional pay, according as the gravity of the offence shall, in his judgment, merit. By subsequent very good conduct during one year, the offender may be again granted one good-conduct badge with pay, and the other badges and pay of which he may have been deprived may be reconferred by subsequent service of one year between each badge, provided his conduct shall have been such as to entitle him to a certificate of "Very good" during the intervals.

Forfeiture of Good Conduct Badge.

Appendix, 110, 113.

May be restored after a year, if conduct has been very good.

A Petty Officer should not be disrated for misconduct, unless he has previously forfeited his good-conduct badge or badges; or unless the offence committed should be so grave as to require that both punishments should be at once awarded.

Disrating and forfeiture of Badge.

57.

If a Petty Officer or Leading Seaman shall commit an offence which, in the opinion of the Captain, may render him unfit to be retained in a situation of trust, he may disrate him; but in doing so he is to observe, that no Petty Officer of the Seaman class, Sailmaker, Ropemaker, or Leading Seaman, is to be disrated to any other grade than that of A.B., — Master-at-arms, Seaman's Schoolmaster, Ship's Corporal, (and Officers' Stewards and Servants) to Ordinary Seamen, unless capable of doing duty as A.B.,—Ship's Steward to Ship Steward's Assistant, or Ordinary, —Ship's Cook to Cook's Mate, unless capable of doing duty as A.B., or Ordinary,—Carpenter's Mate, Caulker, and Caulker's Mate, to Carpenter's Crew,—Blacksmith and Plumber to Blacksmith's Crew,—Sailmaker's Mate to Sailmaker's Crew,—Cooper to Cooper's Crew,—Armourer to Armourer's Crew,—Leading Stoker to Stoker,—Musician to Bandsman,—Sick Berth Steward and Sick Berth Attendant, to Assistant Sick Berth Attendant, or Ordinary Seaman, unless capable of doing duty as A.B.

Rating to which Petty Officers and Leading Seamen may be disrated.

Appendix, 110, 113.

These regulations do not apply to cases where the Captain deems it necessary to reduce any Petty Officer or Man, whom, after due trial, he may find to be incapable of performing the duties appertaining to the station in which he is rated,—disrating or reduction under such circumstances not being awarded as a punishment. And it is to be observed, that no A.B., or Ordinary Seaman capable of doing duty as such, can be disrated for punishment.

Disrating for incapability.

A. B. not to be disrated to ordinary for misconduct.

58.

The following regulations are to be observed in respect to the summary imprisonment of offenders; namely,—

Summary Imprisonment.

1. Every person under the rank of Petty Officer, or Non-commissioned Officer of Marines, who shall be guilty of any crime, or grade of crime, triable and punishable by imprisonment, under the Naval Discipline Act, may, provided such crime or grade of crime, be not made capital by the said Act, be, by the Officer in command of the ship to which he

* For Marines, *vide* Article 14, page 149.

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Summary Imprisonment.

may at the time be belonging, summarily tried, and sentenced to imprisonment by the Officer in command, as aforesaid.

Persons who are not liable to, except for certain offences.

II. Petty Officers, and Non-commissioned Officers of Marines, shall not be liable to summary imprisonment under these regulations, except for a breach of that part of the Articles of War relative to desertion, which is contained in the 2nd Clause of the 19th Section of the Naval Discipline Act, and for the offence therein mentioned, they, as well as all other persons of inferior grades, shall be liable to summary trial, and to imprisonment for any period not exceeding three calendar months.

Duration to be 28 days, except for desertion, 3 months; for absence without leave, 6 weeks.

III. No man, except for desertion, or absence without leave, shall be summarily punished by imprisonment for a longer period than 28 days. For desertion the offender may, as stated in the preceding section, be imprisoned for any period not exceeding three calendar months, and for absence without leave, for a period not exceeding six weeks.

May be accompanied by hard labour or solitary confinement.

IV. Hard labour may be awarded with imprisonment, and, in very aggravated cases, solitary confinement; but the latter may not be for a longer period than seven days at a time, with intervals of at least seven days between each period of solitary confinement. An offender may, under the Naval Discipline Act, be sentenced to hard labour during one portion, and to solitary confinement during another portion of the same term of imprisonment.

Leading Seamen and others exempt from, except for certain offences.

V. Leading Seamen and Men wearing good-conduct badges or marks, shall not be summarily imprisoned except for,—

1. Mutinous or highly insubordinate conduct.
2. Desertion.
3. Indecent assault.
4. Theft.
5. Smuggling liquor into the ship.
6. Absence without leave.
7. Drunkenness on duty.
8. Trafficking in spirits.
9. Selling or making away with clothes or medals.
10. Violent assault.
11. Inciting or assisting others to commit, or conniving at other committing, any of the above offences.

Warrant to be approved by Commander-in-chief. *Appendix*, 115,

VI. The warrant directing the summary imprisonment of any offender, shall have no force or effect until it has been signed and approved by the Commander-in-chief, or senior Officer present.

Penalties incurred with Imprisonment. *Appendix*, 110, 113.

VII. Imprisonment shall, invariably, carry with it deprivation of badges, as well as reduction to the 2nd class for conduct; and, in the case of Petty Officers, and Leading Seamen, disrating also; every penalty incurred, however, must be distinctly set forth in the punishment warrant.

Men to be discharged from date of Warrant.

VIII. The pay and wages of persons sentenced to imprisonment under these regulations, being forfeit for the time they may be imprisoned, they are to be discharged from off the Ship's Books from the date of the Warrant under which they are sent to prison, and re-entered on the day they are discharged from the prison to rejoin their ship.

List of men left in prison on sailing.

IX. Three days, at least, before sailing for a foreign station, the Captain is to furnish the Commander-in-chief, or senior Officer present, with a report of the men remaining in prison under these regulations, specifying their names, rating, date of commitment, for what period com-

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mitted and for what offence. No man is to be left behind in prison without the written sanction of the Commander-in-chief, or senior Officer present, who is enjoined, before granting such sanction, to assure himself that the service will not be inconvenienced by the man not rejoining his Ship, and that his offence is of so grave a description as to render it improper to remove him from the prison before the expiration of his sentence.

Summary imprisonment.

Men not to be left in prison by ships sailing, without sanction.

If committed to any prison in Her Majesty's dominions abroad, the prisoner is to be taken on board before the Ship to which he belongs shall sail from the port, unless, with the permission of the senior Officer present, it be ordered otherwise; but permission to leave a man behind in prison, abroad, is not to be accorded except one of Her Majesty's Ships, in which the prisoner can be received at the expiration of his sentence, be remaining at the port, and there be a probability of his rejoining his proper Ship from her within a reasonable time.

If imprisoned abroad.

x. The order for imprisonment being the authority for the Governor or Keeper of a jail to receive and detain a prisoner, and to release him at the expiration of his sentence, is to be made out with every technical accuracy.

Warrant for imprisonment to be accurately made out. *Appendix*, 115.

xi. A sufficient escort is to be sent with all prisoners committed under these regulations; and Officers in command are to be careful to make arrangements for some proper person or persons being at the jail for the purpose of receiving, and conducting on board, the prisoners belonging to their respective Ships, at the exact time when such prisoners may be entitled to their release,—observing that when the sentence would expire on a Sunday, the prisoner is entitled to be released on the Saturday next preceding.

Escort to be sent with prisoners, and to release them.

When term of imprisonment expires on Sunday.

xii. As men who are imprisoned under the provisions of the before-mentioned Act, are not allowed wages during the time of their imprisonment, the cost of their subsistence in jail, and the expenses attending their removal to and from the prison, will be borne by the Admiralty; and where no local arrangements for meeting such costs and expenses exist, similar to those that prevail at the principal home ports, the Paymasters of the Ships to which the prisoners belong are, under the authority of their respective Captains, and on proper vouchers, to defray the expenses incurred in the removal of such prisoners, and to pay to the Governor or Keeper of the jail the cost of their subsistence at the rate of sixpence a-day each, unless the Captain shall be satisfied that the local charge is more, in which case he will order it to be paid,—inserting the particulars in the vouchers.

Expenses attending the imprisonment of men, to be paid by Paymaster, in certain cases.

Subsistence in jail at the rate of sixpence a-day.

59.

It being requisite for the maintenance of the efficiency, discipline, and even safety of Her Majesty's Ships of war, that the power of inflicting corporal punishment, when absolutely necessary, should be continued; such punishment is only to be inflicted under the responsibility and authority of the Officers in command of the said Ships, who are to exercise the power vested in them with the greatest discretion and forbearance, compatible with the discipline of the service. In the casual absence of the Captain or Officer commanding one of Her Majesty's Ships, the Officer left in charge is not to order corporal punishment to be inflicted, unless such Captain or Officer commanding shall be absent

Corporal punishment.

Restrictions in the infliction of, to be observed.

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on Admiralty leave; or, if abroad, on leave granted by a Commander-in-chief for a lengthened period.

60.

Persons exempt from corporal punishment.

No Officer of any description, class, or age,—including therefore all subordinate Officers, Petty Officers, and Non-commissioned Officers of Marines,—nor any Leading Seaman, nor any person in possession of a good-conduct badge or mark, nor any person being in the first class for conduct, is to be subject to corporal punishment for any offence committed by him whilst holding such rank, or wearing such good-conduct badge or mark, or belonging to such class,—except in case of open mutiny, when any person of inferior grade to subordinate Officer, guilty thereof, may be summarily punished, corporally, under the direction of the Officer in command, when an immediate example may be necessary to check a disposition on the part of others to join in so flagrant a crime.

Offences for which alone corporal punishment is to be inflicted.

Neither is any person, in the second class for conduct, to be subject to corporal punishment, except for the following offences:—namely,

I.—Mutinous or highly insubordinate or riotous conduct.
II.—Desertion.
III.—Indecent assaults.
IV.—Theft.
V.—Deserting his post.
VI.—Repeated disobedience of orders.
VII.—Smuggling liquor into the ship.

61.

Inquiry to be made by one or more Officers, in cases where corporal punishment is necessary.

When the Captain, or Officer in command of any one of Her Majesty's Ships, shall receive a complaint against, or observe any misconduct on the part of, any man or boy amenable to corporal punishment, and be of opinion that no other description of punishment which it may be in his power to award would be applicable or expedient, under the circumstances,—he is (except in open mutiny) to appoint one or more Officers to inquire into the particulars of the crime with which the Prisoner may stand charged, and having received the report of the Officer or Officers so appointed, as to the guilt or innocence of the accused, the Captain is, after subsequent and full investigation on his own part, to act as according to his judgment may seem right;* and if he determine on ordering the Prisoner to be corporally punished, he is to cause a warrant to be made out in the form given in the Appendix, in which all the information required is to be clearly and explicitly set forth; but no corporal punishment whatever so to be awarded by the authority of an Officer having the command of one of Her Majesty's Ships is, even in extreme cases, to exceed forty-eight lashes, or to take place until twelve hours at least shall have elapsed after the completion of the warrant,—except in cases of mutiny, when the immediate punishment of the offender may be deemed by the Officer having the command to be absolutely requisite, without any preliminary investigation on the part of other

Appendix, 110, 113.

Not to take place until 12 hours have elapsed.

* If the Officers so appointed should report the Prisoner "Not Guilty," and the Captain, after subsequent investigation on his own part, should, nevertheless, decide on punishing him corporally, his reasons for arriving at a different conclusion to the Officers must be fully explained on the Warrant.

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Officers, in which case he is forthwith to write a detailed statement of the circumstances which called for a deviation from the general rules in this respect, the degree of punishment inflicted, and all other particulars required by the usual warrant. The statement in question is to be forwarded by the first opportunity to the Commander-in-chief, or, if the Officer be not serving under one, to the Secretary of the Admiralty, and a duplicate of it is to be transmitted with the Quarterly Returns.

Report circumstances if obliged to deviate from these rules.

But neither the completion of the said warrant nor anything above stated is to be construed as taking away from the Officer in command of one of Her Majesty's Ships, the power of remitting any portion, or the whole, of the punishment ordered in the warrant, if, from subsequent contrition of the offender, or from other circumstances in his favor, the Officer in command shall be so disposed, and in such case the mitigation or remission of the punishment ordered is to be noted on the warrant.

A portion or the whole of punishment ordered may be remitted.

62.

Corporal punishment is not to be inflicted on board any of Her Majesty's Ships at the Home Ports, until the Commander-in-chief, or, in his absence, the senior Officer present, shall have approved of the punishment by appending his signature to the warrant. In Flag Ships the warrant must be signed and "approved" by the Flag-Officer or Commodore on board, as the case may be, in proof of the intended punishment having received his sanction.

Not to be inflicted without approval of Commander-in-chief or senior Officer.

In Flag Ship.

63.

The term "corporal punishment" is to be understood only to signify the usual punishment at the gangway: every other description of corporal punishment, (except that which may be inflicted on boys under section xv in Article 50, of these instructions) whether by rope, or stick, being hereby forbidden.

Designation of the term "Corporal Punishment."

64.

On every occasion of corporal punishment on men, the Captain, and the Officers and crew of the Ship, or as many of them as can possibly be spared to attend, are to be present at the same. In the case of boys, the Captain may direct the next Officer in command to himself to superintend the punishment.

Crew to attend at Corporal Punishment.

In case of boys.

65.

Nothing contained in the foregoing Articles shall be deemed to extend to the nullification or abatement of such powers as are vested in Naval Courts-Martial by the Naval Discipline Act, to award corporal

Powers of a Court-Martial not affected hereby.

thereby excluded for ever from Her Majesty's Service, and forfeits all claim to pension, as well as all other benefits that may have accrued to him, for his former services,* this punishment should only be adopted as an ultimate resource after all other means of reclaiming the offender shall have been tried in vain. Corporal punishment (if the offender be amenable to it) or imprisonment, may be awarded in addition to discharge with disgrace.

Corporal Punishment in addition to discharge with disgrace.

67.

Application for discharge with disgrace.

To enable the Commander-in-chief to judge of the necessity of ordering a Man or Boy to be discharged with disgrace, the Officer in command of the Ship from whence the representation emanates is, with the assistance of one of the senior Officers of the same Ship, carefully to examine the charge or complaint against the offender, and to transmit, with the application for discharge, a full statement of the result of the inquiry, in the following tabular form :—

Statement required to accompany application.

H.M.S. _____

at _____

_____ 18____.

Report of Inquiry into the conduct of a Petty Officer, Seaman, Marine, or Boy (as the case may be) belonging to this Ship, for whose discharge from Her Majesty's Service with disgrace application is now made.

I. Offender's Name, Age, and Rating in this Ship

II. Date of entry in this Ship - - - -

III. Date of entry in Her Majesty's Service; and total period of service therein - - -

IV. Date of entry for Continuous Service, for what period, and C.S. number. (If a Marine, the No. of his Company, and Division to which he belongs, date of engagement, and when it expires) - - - - -

V. Full particulars of the charge or complaint on which this application is grounded -

VI. Name and Rank of the Complainant - -

VII. Names and rank of the Witnesses examined in support of the charge, with a short account of the nature of the evidence of each - - - - - - -

VIII. Prisoner's defence to the charge against him

IX. Names and rank of the Witnesses examined for the defence, with a short account of the nature of the evidence of each - - -

* *Vide* clause 6, in section 46, of the "Naval Discipline Act, 1861."

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X. Particulars of the Offender's former service stating the name of each Ship in which he has served, ratings held, date of entry and discharge, and character, as given in his Certificate. Specifying also, the Medals and Decorations that may have been granted to the Offender: and, under separate heads, the net pay, prize-money, &c., due to him at this date of this report - - - -

XI. Particulars of the Offender's former conduct in this Ship; stating the offences against him as registered in the Defaulters' Book, and the nature of the punishments he has undergone for each of those offences, and also whether he was in the 1st or 2nd class for conduct at the time when he committed the offence with which he stands charged -

XII. Captain's observations on this inquiry; and stating whether he proposes to inflict corporal punishment on, or award imprisonment to, the Offender before discharging him, and if so, to what extent - - -

The foregoing statement is to be signed by the Captain of the Ship to which the offender belongs, by the senior Officer who attended the inquiry, and by the commanding Officer of Marines, when the complaint is against a man of that corps; and it is to be forwarded by the Commander-in-chief to the Secretary of the Admiralty on every occasion of a man or boy being discharged with disgrace.

By whom the statement is to be signed.

68.

Applications for the discharge of men or boys with disgrace, from Ships on the Home Stations, are to be forwarded through the respective Commanders-in-chief, for the decision of the Admiralty.

Applications on Home Stations to be decided by the Admiralty.

69.

Whenever a Petty Officer, Seaman, Marine, or Boy is discharged with disgrace, a notation to that effect is to be made against his name on the books of the Ship to which he belongs. The particulars of the crime, with a full description of the offender's person, and the names of all the Ships, in which he has served, are to be sent, through the Commander-in-Chief, to the Admiralty, in order that his description may be circulated with a view to prevent his re-entry, and that the necessary notations may be made against his name in the books of his former Ships, or in the Divisional Records in the case of a Marine.

Notations on Ship's books, &c., when men are discharged with disgrace.

Descriptions to be circulated. Appendix, 120.

The person so punished, if a Petty Officer, Seaman, or Boy, may be discharged abroad, should he desire it, and, provided also, there be no objection on the part of the local authorities to his landing; but if he wish to return to England, he is to be sent by the first opportunity of a Ship-of-war, or as distressed Seamen are sent in any homeward-bound Merchant Vessel or Transport. If sent in a Ship-of-war the commanding Officer is to be made acquainted with his character, and he is not, on

May either be discharged abroad, or sent home in man-of-war.

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Victualling of men discharged with disgrace.

any account, to be ordered to work: he is to be victualled at two-thirds allowance, without spirits, and on his arrival at home, he is to be immediately discharged to the shore.

Marines to be discharged to Head Quarters.

A Marine so punished is to be discharged from the Ship to the Head Quarters of his Division, with a view to his being dismissed from thence with a branded ticket.

Precautions against their re-entry.

Every man or boy on being discharged with disgrace, is to be informed that he will not be received again in Her Majesty's Naval, Military, or Civil Service, and that, should he enter, or re-enter, he will, when discovered, be summarily dismissed, and further, that any pay that may be due to him, as well as any benefits that might have accrued to him, for his services subsequent to such re-entry, will become forfeited.

70.

The following regulations are to be observed with reference to the 79th section of "The Naval Discipline Act, 1861;" namely,—

Passengers in Her Majesty's Ships, are subject to certain discipline under the "Naval Discipline Act, 1861."

I. Any person, although not belonging to Her Majesty's Naval or Military Services, who shall, while on board one of Her Majesty's Ships as a Passenger, commit any offence against the good order and discipline of the Navy, may, by the Officer in command of the ship in which he is embarked, be placed under such restraint as the offence or offences committed by him may appear to justify or render necessary; —and the Officer who has occasion to place any such Passenger in arrest, shall take the earliest opportunity that presents itself of reporting the circumstances to the first senior Officer he may fall in with, in order that it may be determined, after due investigation, whether the alleged offender shall be released from arrest, or continue in arrest until the termination of the voyage for which he is embarked, or whether he shall be transferred to some other ship;—but Passengers who shall be guilty of the offences specified in the 6th and 13th sections of the Naval Discipline Act, shall be tried by Naval Court-Martial, and punished according to the provisions of the said Act.

II. If any Passenger, not hereby made subject, generally, to the Naval Discipline Act, shall, while on board one of Her Majesty's Ships, commit any criminal offence, punishable by the Laws of the United Kingdom, he may also be kept under such restraint as is necessary, until an opportunity shall offer of delivering him over to a civil tribunal competent to try him for the same.

Officers and Seamen, &c., taking passage are subject to "Naval Discipline Act, 1861."

III. Officers, Petty Officers, Seamen, Marines, and Boys, who, upon being invalided or discharged, shall be ordered or permitted to take passage in any of Her Majesty's Ships, shall, so long as they are borne on the books of the ship in which they are embarked as Passengers, be deemed to be persons in and belonging to Her Majesty's Navy, and subject, in every respect, according to their several ranks and ratings, to "The Naval Discipline Act, 1861," in so far as that Act relates to the trial and punishment of offenders.

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Chapter XIII.

POLICE.

1.

The commanding Officer, or the Officer of the watch, as the case may be, must see that the following instructions for the guidance of the Ship's Police are scrupulously observed by those whose duty it may be to carry them into effect:— **Instructions for the Ship's Police.**

(The term "Police" is to be considered as applying to the Master-at-Arms, and Ship's Corporals, and to persons performing, or assisting to perform, the duties appertaining to those ratings.) **Explanatory of term "Police."**

I. A rough account of the offences committed by, and punishments awarded to, every person under the grade of subordinate Officer, is to be kept by the chief of the Police. **Chief of Police to keep account of offences.** *Appendix*, 119.

II. At 9 a.m. every day, the chief of the Police is to furnish the commanding Officer with a list of defaulters under punishment, and of such men as may have been reported for misconduct, and whose cases have not been investigated. **To furnish a list of defaulters daily at 9 a.m.**

III. The Police should be present at the investigation of all complaints. **To be present at investigations.**

IV. The chief of the Police is to make himself acquainted with the instructions relative to minor punishments (Article 50, page 118), and to see that all punishments awarded to offenders are properly carried out. He is to attend at all corporal punishments, and especially to guard against the possibility of intoxicating liquors being conveyed to the Prisoner before punishment; he is to charge himself with the care of the Prisoner until such time as he may be released to duty. **Further duties of chief of Police.**

V. In case of fire he is responsible for the release of prisoners from cells or irons. **In case of fire.**

VI. He is to see the Paymaster's and Warrant Officers' store-rooms locked up at the hours appointed, and that no lights are left therein, and to report the same to the commanding Officer,—returning the keys to the place allotted to them. **Seeing lights put out, and returning keys.**

VII. He is to see that all fires, and the Officers' and Ship's company's lights, are extinguished at the proper hours; and that, during the night, no lights whatever are permitted, except those authorized by the commanding Officer. **Officers' and Ship's company's lights.**

VIII. Under his orders the Police are to report all lights in cabins after the hour appointed for their being extinguished. **Lights in cabins after hours to be reported.**

IX. He is to accompany the Officer selected to visit the different parts of the Ship at evening rounds, and be prepared with the keys of all the store-rooms that it may be requisite to visit. **At evening rounds.**

X. One of the most important duties devolving upon the chief of the Police is the prevention of traffic in spirits, whether by the sale of the **To prevent traffic in spirits.**

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Ship's company's grog, or by the introduction of intoxicating liquor into the Ship. No spirits, wine, or beer, should be received on board without his knowledge, nor without his having obtained permission, from the commanding Officer for their introduction; and he is to be careful that no public stores or other property of the Crown be improperly taken out of the Ship by any person.

To see that public stores are not improperly taken out of the ship,

Bumboats.

XI. He is to see that Police are stationed in such boats as may be permitted to supply the Ship's company with necessaries, and to report if they should contain unripe fruit, unwholesome vegetables, or any other objectionable articles. Moreover, he should guard against imposition by a supervision of the prices charged; in every case reporting the same to the commanding Officer.

Searching boats.

XII. He is, when necessary, to search all boats returning to the ship.

"Leave Book" to be kept. *Appendix*, 118.

XIII. He is to keep a "Leave Book," and to inspect all men returning from leave,—reporting their condition to the commanding Officer. He is to secure and keep in custody the effects of all absentees, as well as of deceased men, until the same are delivered to the charge of the Paymaster.

To take charge of D. and R. effects.

Men put off the sick list.

XIV. He is to obtain, daily, a list of such men as may be discharged from the sick list to duty; and to take care that the Petty Officer of the part to which they belong, and the Police of the Ship, are made acquainted with the fact.

Men sent to hospital.

XV. On receiving information of the intention to send any one of the Ship's company to a hospital, he is to take a list of the clothes and effects belonging to the patient, which he is to deliver into the Ship's office, in order that the same may be noted on the proper documents.

Musters.

XVI. He is to attend at all general musters, and account for absentees.

When magazine is open.

XVII. On the opening of the magazine, he is to report all lights out on the orlop deck to the commanding Officer. He is to acquaint the Officer of the Guard of the magazine being opened, in order that the necessary directions may be given to the sentries to prevent any lights being used below.

Spirit-room.

XVIII. Whenever it shall be necessary to open the spirit-room, he is to place one of the Police in charge thereof, who is to remain at his post until the spirit-room is again secured.

To check all irregularities.

XIX. The chief of the Police, assisted by his subordinates, is to take especial care to check all bad language, quarrelling, gambling, traffic, and disorderly noise among the Ship's company.

To visit parts of the Ship occasionally.

XX. He is frequently to visit the various parts of the Ship, to see that due order exists, and that his subordinates are performing their duties. He is to acquaint the Officer of the Watch with all offences and irregularities committed in the Ship, which shall come to his knowledge.

Clearing the lower deck.

XXI. Whenever an order is given to clear the lower deck, he is to see that the Ship's company quit it without loss of time, and that no one remain upon it who is not authorized to be there.

Sales of effects, payments, and issues of clothing.

XXII. He is to be present at the sale of all dead and run men's effects,—all payments to the crew, and issues of clothing, tobacco, or soap.

Prevention of crime.

It cannot be too strongly impressed upon the minds of the men constituting the Police of Her Majesty's Fleet, that the prevention of crime is of far more importance than its detection.

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Chapter XIV.

LEAVE OF ABSENCE.

1.

No Flag-Officer or Commodore, on Home or Channel Service, shall strike his Flag or Broad Pendant, for the purpose of going on leave of absence from his duties, without having previously obtained permission from the Admiralty so to do.

Flag-Officers and Commodores.

2.

No Officer shall have leave to be absent from his ship for more than 48 hours at one time, without the sanction of the Commander-in-chief or senior Officer present; nor shall the Captain or any other Officer go from the immediate neighbourhood of the Port where his Ship may be, without the approval of such Commander-in-chief or senior Officer.

No Officer to be absent more than 48 hours, nor to leave the Port.

3.

An Admiral, or a senior Officer, commanding at Woolwich, Sheerness, Portsmouth, Plymouth, or Cork, may, provided the service on which the applicant is employed will conveniently admit thereof, grant an Officer, not being in command of a Ship, leave of absence for any period not exceeding thirty days,—and Officers in command of Ships four days,—reporting the same to the Admiralty in the proper form.

At places in the United Kingdom, other than those above mentioned, the Commander-in-chief, or senior Officer present, may grant leave to the extent of four days.

Certain senior Officers may grant long leave.

Not exceeding 30 days. *Appendix*, 32.

Other senior Officers may grant 4 days.

4.

Officers on the Home Stations are not to be allowed to be absent on leave for more than forty-two days, in the aggregate, in the course of twelve months, without the sanction of the Admiralty.

Aggregate leave in 12 months.

5.

All applications for leave, on the part of Officers, are to be made in the established form, and transmitted by the Captain of the Ship to which the applicant belongs for the consideration of the Commander-in-chief of the Station or Squadron. Should an Officer require longer leave of absence than the senior Officer is authorized to grant, his application may be forwarded to the Admiralty, through the proper channel.

Application for leave. *Appendix*, 133.

6.

No Commander-in-chief abroad is to allow an Officer to return to England on leave of absence from his Ship, except under the most urgent circumstances, which shall, in the opinion of the Commander-in-chief, justify him in departing from this injunction, the particulars of which are to be very fully explained, by letter, to the Admiralty.

Officers not to be allowed to return to England on leave.

7.

All Officers when on leave are to keep the Officer in command of the Ship to which they belong acquainted with their address, so that

Address of Officers on leave.

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May be recalled.

in the event of the exigencies of the service requiring them to return before the expiration of their leave, they may be recalled by letter, or by telegraph, if necessary.

8.

Certain Officers may be granted six weeks' leave.

Officers referred to, and circumstanced as described, in sections II, III, IV, and V, of Article 10, at page 293, of these Instructions, may be granted leave of absence, by the Commander-in-chief, for a period not exceeding six weeks, provided their services can be spared; but it is to be clearly understood that such indulgence is not to be allowed to interfere with the period at which such of them as are Acting Sub-Lieutenants, Acting 2nd Masters, Midshipmen, or Masters Assistants, are expected to pass their final examinations.

9.

Leave of absence to continuous Service Men.

Continuous Service Men and Boys returning to England, after the usual period of foreign Service, will be granted a month or six weeks' leave, and further leave during each year, whenever the service will permit. In the event of such Men and Boys remaining absent beyond their leave, they will be dealt with as Deserters or Stragglers, as the case may be, under Article 3, at page 213, of these Instructions.

10.

Leave of absence to non-continuous Service Men.

Non-continuous Service Petty Officers and Seamen, belonging to Ships about to be paid off, will, if they wish to remain in the service with a fresh entry, and are accepted, be also allowed long leave, with the advantage of continuing pay and time; but if they do not return at the expiration of their leave, they will be discharged from off the books of the Ship in which they are borne, and forfeit their claim to pay and time from the date of being paid off.

11.

Depositing clothing.

Every facility is to be given to Men and Boys belonging to Ships about to be paid off to deposit their clothes, &c., in the Dockyards, during their stay on shore.

12.

Passes to be given to men.

Appendix, 119.

Not more than 4 days' leave to be granted to men.

Petty Officers, Seamen, Marines, and Boys proceeding on leave beyond the limits of the port, or the immediate neighbourhood of the place where their ship may be, are to be furnished with passes, according to the form in the Appendix. They are not to be granted more than four days' leave at any one time, without the permission of the senior Officer present; nor, without the sanction of the Admiralty, to be absent from the port in such numbers as might interfere with the efficiency of their ships, in the event of their being suddenly called upon for service.

System of leave.

The several Commanders-in-chief will regulate a proper system of leave of absence, that the Crews of all Ships on their respective stations, may enjoy an equal amount of indulgence.

Record of leave granted.

All leave granted to Petty Officers, Seamen, Marines, and Boys, is to be recorded in the Leave Book.

13.

When leave is not to be given.

No application for leave of absence, from any Officer or other person belonging to a Ship under sailing orders, or about to proceed to

Sea, will be entertained, except in the most urgent cases; and no leave under such circumstances is to be given without the sanction of the Admiralty.

14.

No Officer, or other person, belonging to a Ship under orders to be paid-off, is to be allowed to sleep out of his Ship without the express permission of the Commander-in-chief or senior Officer present, and such permission is not to be given unless under extraordinary circumstances. Should a Sunday, however, intervene during the time of preparing to pay off, the Commander-in-chief, or senior Officer present, is authorized, on the application of the Captain, to grant leave to such of the Officers and Crew as can be spared from Saturday evening, after the working hour, until the following Monday morning at daylight.

No leave while paying off.

Should a Sunday intervene.

15.

Men and Boys proceeding on long leave of absence from Ships paid off, or under any other circumstances, are to be informed that, in all cases, they will be expected to return to the particular Flag Ship selected by themselves, before being paid off, or to any other Ship to which they may properly belong, and that they are not at liberty to proceed to other ports, or to volunteer for other Ships, without authority. In the event of Men, at the expiration of their leave, being without means to enable them to return to their proper Ships, no objection will be made to their being received on board the nearest Ship-of-war; but in that case they are forthwith to be forwarded to the Ship to which they may properly belong, and the cost of forwarding them is to be charged against their pay.

Men to return to proper ship.

When without means.

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Chapter XV.

HER MAJESTY'S LAND FORCES.

I. *When embarked to serve as Marines.*
II. *When embarked for Passage.*

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§ I.—When embarked to serve as Marines.

1.

Land Forces embarked as Marines.

When any of Her Majesty's Land Forces shall be embarked in the Fleet to serve as Marines, they shall be considered, in every respect whatsoever, as Royal Marines, except only as to pay, clothing, and stoppages, which will be governed by the Regulations of the Army.

§ II.—When embarked for Passage.

1.

Land Forces, &c., embarked for Passage to conform to Naval Laws.

Whenever any of Her Majesty's Land Forces, or any Royal Marines formed into a separate Corps or Battalion, shall be embarked as Passengers in any of Her Majesty's Ships, all the Officers and Soldiers shall, from the time of embarkation, strictly conform themselves to the Laws and Regulations established for the Government and Discipline of Her Majesty's Navy, and shall consider themselves, for these purposes, as under the command of the senior Officer of the Ship, as well as of the superior Officer of the Squadron, if any, to which such Ship may belong.

2.

If they should commit any offence.

In case any Officer, Non-commissioned Officer, or Soldier, shall be guilty of any offence against the Laws and Regulations established for the Government and Discipline of the Ship in which he is embarked, the Commanding Officer of such Ship may, by his own authority, and without reference to any other person, cause him to be put under arrest, or to be confined as a close prisoner, if the circumstances of the case and Naval Discipline require it; and may detain him (if necessary) in either of those situations, during his continuance on board; transmitting, without delay, a report, in writing, of the charges against such Officer or Soldier, to his superior Officer, or if there be no senior Officer present, to the Commander-in-chief of the Land Forces, in order that he may be disembarked, or removed into a Transport the first convenient opportunity, and then proceeded against according to Military Law, if his offence be cognizable at a general or Regimental Court-Martial.

3.

Immediate punishment authorized.

In cases where the practice of the Navy authorizes immediate punishment, Private Soldiers (but no others), are to suffer such punishment as the Commanding Officer of the Ship may think fit to be inflicted,

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provided the Commanding Officer of the Troops shall previously concur in the necessity of such immediate punishment; but if the latter shall differ in opinion thereupon (the reasons for which difference of opinion he shall state in writing and deliver to the Commanding Officer of the Ship), the delinquents are, on the first opportunity, to be disembarked or removed into a Transport, and proceeded against as stated in the preceding Article.

If Military Commanding Officer should not concur.

4.

No Military Courts-Martial, whether general or regimental, shall be held on board any of Her Majesty's Ships in Commission.

Courts-Martial.

5.

Should any Officer or Soldier, while embarked in one of Her Majesty's Ships, commit any military offence for which he would be amenable to a Court-Martial, if serving on shore, requisition is to made by his Commanding Officer to the Commanding Officer of the Ship, who will, thereupon, cause such Officer or Soldier to be put under arrest or in confinement, until he can be removed in the manner above mentioned to be brought to trial.

Millitary offences committed in the ship.

6.

The Officers of the Land Forces, or of the Royal Marines, thus embarked, shall be accommodated at the Captain's Table, or in the Lieutenant's Mess, in the manner explained in Chapter XXX, at page 224.

Entertainment.

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Chapter XVI.

ROYAL MARINES.

I. *General Instructions.*
II. *Rewards and Distinctions to Non-Commissioned Officers and Privates.*
III. *Pensions to Non-Commissioned Officers and Privates.*

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§ I.—General Instructions.

1.

Marines to be entitled to the same advantages and subject to the same discipline as the rest of the crew.

The Officers, Non-commissioned Officers, Bombardiers, Drummers, Buglers, Gunners, and Privates of the Royal Marines belonging to Her Majesty's Ships, whether entered on the Ship's Books as part of the complement, or borne as supernumeraries, except when borne for a passage for service on shore, as hereinafter provided, shall be entitled to the same advantages, and subject to the same discipline, as the rest of the Ship's Company.

When formed into a separate Corps.

Whenever Royal Marines, formed into a separate Corps or Battalion, shall be embarked as passengers on board any of Her Majesty's Ships, all the Officers and Soldiers of such Corps or Battalion, shall be subject to the same regulations as Her Majesty's Land Forces under like circumstances.

2.

How to command each other.

Not to assume Naval Command.

By whom to be commanded.

The Officers and Non-commissioned Officers shall command each other and the Private Marines, agreeably to their respective ranks, and to the custom of the Marine Service, in all matters relating to their distinct duties as Marines; but none of them are ever to assume any Naval command or authority whatsoever, unless ordered to do so by their superior Naval Officers; and they are to be, in all matters whatsoever, under the command of the Captain or Commanding Officer of the Ship in which they may be, and of the Officer of the Watch for the time being, whatsoever his rank may be.

3.

Officers and non-commissioned Officers, how to be treated.

The Officers of the Royal Marines are to be treated on board with the respect due to the Commissions which they bear, and the Non-commissioned Officers are to be treated according to their respective stations; and any disobedience of their lawful commands, or any insult or injury to their persons, shall be dealt with as if such offences were committed against Officers or Petty Officers of the Navy of corresponding ranks.

4.

Reduction of non-commissioned Officers to the ranks.

If any Non-commissioned Officer shall be guilty of any such misconduct as, in the opinion of the Captain or Commanding Officer of the Ship, may require that he should be reduced from his rank, such Commanding Officer shall report the same (mentioning particularly the Division he belongs to) to the Secretary of the Admiralty, or to his Commander-in-chief, if he be under the orders of one; and with the sanction of the Admiralty, or of such Commander-in-chief, he may reduce the offender; but if there be no opportunity of reporting

the case to the Admiralty, or to the Commander-in-chief, the Commanding Officer may then, with the concurrence of the senior Officer of Marines (if there be one on board, and if not, by his own authority) reduce the offender to the ranks, reporting the same, with the least delay, to his Commander-in-chief, or to the Admiralty, as may be, for approval. The warrant for the reduction of any Non-commissioned Officer is to be countersigned by the senior Marine Officer, if there be one on board.

Appendix, 110, 113.

5.

The Marine Arms, Bugles, Fifes, and Drums are to be under the charge of the Commanding Officer of the Marines on board, who is to be accountable for any loss or damage that may happen to them for want of sufficient care on his part; and every such case, and the particulars of the loss or damage, shall be reported by the Captain or Commander to his Commander-in-chief, or, if he be not under the orders of one, to the Secretary of the Admiralty, that the amount may be charged against such Commanding Marine Officer; but if any such loss or damage shall happen through the neglect of any other person, the Officer of Marines is immediately to acquaint the Captain or Commander therewith, who is to cause the value thereof to be forthwith noted against such person's name in the Ship's Books, in order to its being deducted from his pay or wages.

Arms, &c., to be in charge of Marine Officer.

If lost, &c.

6.

When a Marine shall be discharged to Head Quarters deficient in his Arms or Accoutrements, a certificate specifying every missing article, and how disposed of, is to be sent to the Division to which he belongs, by the Officer in command of the Detachment; or, where there is no such Officer, by the Non-commissioned Officer in charge of the party; in the latter case, the certificate is to be countersigned by the Commanding Officer of the Ship.

If a Marine be deficient in his Arms, &c.

7.

The Sergeants, Corporals, Bombardiers, Drummers, Buglers, Gunners, and Privates, of the Royal Marine Divisions, are to be allowed a suit of uniform new clothing once a-year; they are to be entitled thereto on the 23rd of April, and the same is to be issued to them on that day, or as soon after as possible. The said clothing is to consist of the particulars for each man and boy which have been, or shall hereafter be, ordered by the Admiralty, in pursuance of Her Majesty's pleasure, from time to time in that behalf signified; and neither the Captain nor other Commanding Officer of the Ship in which Marines may be embarked, nor the Commanding Officer of the Marines, is, on any pretence whatsoever, to permit the clothing or accoutrements to be cut or altered, except in strict conformity with the make and shape of the clothes and accoutrements ordered and established for the Royal Marines when on shore.

Uniform clothing, when to be issued.

Not to be cut or altered.

8.

The annual clothing of men serving on the Home Stations is to be supplied, on demand, through the senior Naval Officer, from the nearest Divisional Head-Quarters, on, or immediately after, the 23rd of April of the year for which they are to be clothed. But in all cases when men are so clothed from a Division not their own, the Quarter-Master will immediately transmit a statement thereof to the Quarter-Masters

Annual clothing of men on the Home Stations.

of the Divisions to which the men respectively belong, who will forthwith note the same accordingly on the several clothing records.

Annual clothing as store.

When ships are ordered to fit for foreign service, one suit of annual clothing made up (with the exception of caps) is to be demanded for each man of the Detachment, as store.

Demands.

Appendix, 137.

Demands for clothing as above stated, agreeably to the Form in the Appendix, are to be invariably accompanied by size rolls of the detachment for which the clothing is required; and a receipt for the clothing, when issued to the men, signed by each person supplied therewith, agreeably to the Form in the Appendix, is to be forwarded, through the Secretary of the Admiralty, to the Head-Quarters of the Division to which the men belong.

Appendix, 137.

Annual clothing of Marines dying or deserting.

The annual clothing of Marines dying on board, or deserting (with the exception of such as may have been in their possession for eight months or more), is to be carefully preserved and returned by the Commanding Officer of the Detachment, to the Quarter-Master of the Division at the Port where the Ship may arrive, unless to avoid infection it be deemed proper to destroy it.

Charge of Marine Clothing.

Where there is a Commissioned Officer of Marines in the ship, all responsibility with regard to the annual Marine Clothing will rest with him; and where there is no such Officer, with the Paymaster, as directed in that Officer's Instructions.

Fatigue dress.

A duck-frock and trousers are issued triennially to each man, and are to be considered as a portion of his equipment: but frocks and trousers are to be worn only in cases where Marines are employed on such heavy work as necessarily attends fitting and refitting, or on any fatigue-duty in the Dock-yards, or elsewhere; and the established forage cap is to be invariably worn with the duck-frock and trousers.

9.

Clothing of Marines returning from abroad.

Marines returning from foreign parts, and entitled to clothing, are to be supplied with a suit of clothing each man; and if more than one suit be due to them, they are, upon their being landed, to be allowed, for every additional suit so due, such sum as may be established by the Regulations relating to the Royal Marines when on shore.

10.

Pay of Royal Marines.

The Commission Officers of Royal Marines are to be paid agreeably to such regulations as Her Majesty may, from time to time, appoint, by any Order in Council, or under Her Royal Sign Manual. The Non-commissioned Officers, Drummers, Buglers, Gunners, and Privates, when borne on the Ship's Books for Pay, shall receive the rates of Pay specified in the general Table of Pay; they are to be paid on the Ship's Books, as the Seamen are paid, and under such regulations as the Admiralty may, from time to time, establish.

Appendix, 151.

11.

Discharge on completing 21 years' good service.

Sergeants, Corporals, Bombardiers, Drummers, Buglers, Gunners, and Privates, of the Divisional, and Artillery Companies, enlisted prior to 1st of August, 1847, embarked in Her Majesty's Ships on Foreign Stations, who have completed twenty-one years' good service, and are desirous of returning home for the purpose of being discharged, may,

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on application through their Officer and the Captain of the Ship to the Commander-in-chief on the Station, be sent home, provided they can be spared, without inconvenience, from the Ships in which they may be serving, and opportunities offer for sending them to England as part complement, or supernumeraries of ships ordered home.

12.

Men enlisted on and after the 1st of August, 1847, will be discharged at the end of twelve years' service, from the age of 18, if at Head-Quarters: and those who re-engage themselves for a further period of nine years, will, at the end of twenty-one years' service, from the age of 18, be entitled to their discharge with pensions.

Discharge after 12 years from age if 18. Re-engagement.

13.

If the first or second term of limited service for which any Marine may have engaged himself shall expire while he is serving on a Foreign Station, the said first or second term may be prolonged for such further time, not exceeding two years, as shall be directed by the Officer in command of the Station. But unless the Officer in command of the Station should deem it necessary for the convenience of the Service to detain Marines after the period for which they are engaged shall have expired, they are to be sent home in Ships of War, either as part complement or as supernumeraries.

If term of service shall expire on a Foreign Station.

14.

Any Marine, being employed out of the United Kingdom, at any time during the last six months of the term of limited service for which he shall have first engaged, or after the completion of such term, may, if approved by his Commanding Officer, or other competent authority, as a fit person to continue in Her Majesty's service as a Marine, be re-engaged to serve for the further term of nine years in the Royal Marine Forces, upon making a Declaration in the Form given in the Appendix, before the Captain or Officer in command of the Ship, Battalion, or Detachment, in which such Marine may be serving.

Declaration on re-engaging to serve; if abroad.

Appendix, 48.

Marines employed on board any of Her Majesty's Ships, within the limits of the United Kingdom, being desirous of extending their engagements as aforesaid, must make the Declaration referred to before one of Her Majesty's Justices of the Peace in Great Britain or Ireland.

When Declaration is to be signed by Justice of the Peace.

As soon as possible after the completion of the Declaration, the Captain or Officer in command of the Ship is to cause the Paymaster to pay to the Marine who may be re-engaged, in his presence, out of the public money furnished for the Ship's use, the Bounty in force at the time of the re-engagement, and 4*l.* as compensation in lieu of a new kit, the receipts for which are to be made out in duplicate, one to accompany the Declaration, the other to be forwarded with the Paymaster's cash account.

Bounty on re-engagement; compensation, 4*l.*

15.

The Captain, or Officer in Command of the Ship, in which any Marine who extends the period of his service, shall be employed, is to forward the Declaration of re-engagement to the Secretary of the Admiralty by the earliest convenient opportunity, and an attested copy of the same is to be transmitted with the Quarterly Marine Returns.

Declaration on re-engagement to be sent to the Secretary of the Admiralty.

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16.

When Marines are required for service afloat, notice to be sent to Head-Quarters.

Appendix, 138.

When Marines are required for service afloat, the Admiral or other Officer commanding at the Port where such Marines are wanted, is to give as early notice thereof as possible to the Commanding Officer of Royal Marines, at the Head-Quarters on shore, in order that the men may be mustered, their accounts explained and settled, and proper lists made out, to be sent with them on their embarkation, agreeably to the Form in the Appendix. These lists will show the debts due by the men respectively, which debts are to be charged against them on the Ship's Books; and all applications for Marines for Sea Service are to be made in writing, through the Flag or other Naval Officer commanding, to the Officer commanding the Division of Royal Marines at the Port. Marines in Harbour Ships at Home are to be relieved annually.

17.

Not to embark until bedding is ready in Ships newly Commissioned.

Captains of newly Commissioned Ships are not to apply to the Commander-in-chief under whom they are serving for the Detachment of Marines to be embarked until the Ship or Hulk is ready to receive the men, and bedding has been provided for them.

18.

When Vacancies for Marines occur.

Appendix, 139.

When a vacancy occurs for a Marine, in any of Her Majesty's Ships at the home Ports, application is to be made to the Commander-in-chief, according to the Form given in the Appendix, for another to be embarked in his place.

19.

Vacancies for non-commissioned Officers abroad.

Vacancies occurring in Her Majesty's Ships abroad for Non-commissioned Officers, may, when there are no disposable Supernumeraries on the Station of the rank required, be filled up by the respective Captains or Officers in command of such Ships advancing Marines to act in the vacancies; observing, that no man is eligible for the rating of Acting-Corporal until he has served twelve months in the ranks.

20.

Inquiry into complaints.

The senior Marine Officer on board is to attend at the investigation of any complaints made against the Marines of the Detachment embarked.

21.

Record of conduct of Marines embarked.

Appendix, 119.

On disembarkation or discharge of Marines.

Every Officer and Non-commissioned Officer having charge of a Detachment embarked, is to keep a minute and correct account, according to the Form in the Appendix, of the conduct of every individual belonging to the Detachment, and on the disembarkation of the party, a copy of the account so kept is to be rendered to the Commandant of the Division to which the men belong, signed by the Officer or Non-commissioned Officer of Royal Marines, and countersigned by the Captain or Commanding Officer of the Ship; and when any Non-commissioned Officer or Private shall be discharged, invalided, or otherwise, previous to the Ship being paid off, his discharge is, upon all such occasions to be accompanied by a statement of his conduct and character while embarked, which statement is to be signed and countersigned as above directed.

22.

Quarterly Returns.

Quarterly Returns of Detachments embarked, according to the established form, are to be transmitted to the Commandants of the several Divisions of Royal Marines, under cover, to the Secretary of the

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Admiralty, signed by the Officer or Non-commissioned Officer commanding the Detachment, and countersigned by the Captains or Commanding Officers of the respective Ships in which such Detachments are embarked. *Appendix, 7?.*

23.

Applications for leave of absence are to be made through the Officer commanding the Detachment of Marines; and should he object to any particular Marine or Marines being permitted to go on shore on leave, owing to inattention to his or their duties as soldiers, due attention is to be paid to such objection by the Captain or Commanding Officer of the Ship. **Leave of absence.**

24.

Marines going on shore on leave are to be dressed in the Regulation undress uniforms, with belts, but without side-arms. **Dress when on shore.**

25.

The Non-commissioned Officers and Privates of the Royal Marines are to be frequently exercised by their Officers in the use of their arms. They are to be employed as sentinels, and upon all other duties and service on board the Ship, of which they shall be capable, due regard being had to the particular duties for which they are embarked; and they are not to be called upon (except in urgent and unavoidable cases), to perform the duties of Petty Officers; nor are they to be obliged to go aloft. **Drills to be frequent.** **Not obliged to go aloft.**

26.

The Officer commanding the Detachment of Marines is to be responsible that the arms of his men are constantly kept in good condition, and fit for service; and they are to be kept clean and in good order by the Marines themselves, so far as they can do so; and the Ship's Armourers are to be employed in such cases of repair only where their assistance may be necessary. The Officer is also to keep in charge, and return to the Quarter-Master of the Division at the Port where the Ship may arrive, any spare arms or accoutrements which, by any casualty, may have been left on board; and will be required to account, by voucher, for the disposal of every stand of arms and set of accoutrements so left, in order that the accounts of arms may be kept at the several Divisions for the information of the War Department. **Arms to be kept clean and in repair.** **Spare arms.** **Accounts kept of disposal of arms and accoutrements.**

The arms of the Marines stationed at guns are to be kept on the gun decks on which they are quartered, in racks fixed to the bulkheads of the cabins. Hooks will be placed over the guns to receive the rifles of the Marines when at quarters, but at no other time are these arms to be placed over the guns. The rifles of the Marine small-arm men are to be placed as near as possible to the mess places of those men. No rifles are to kept near the engine-room or stoke-hole hatchways. **Stowage of arms.**

27.

Marines embarked in Her Majesty's Ships are, from time to time, to be supplied by the Paymaster with such clothing, &c., as the Officer commanding the Detachment shall represent them to be in want of, not exceeding in value the established monthly allowance,—the amount to be charged against their names in the Ship's Books. **Marine clothing.**

28.

The Officer or Non-commissioned Officer commanding a Detachment

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Clothing &c., to be examined monthly.

of Royal Marines on Board, is to examine once a-month, when the duties of the Ship will admit, into the state of the clothing, bedding, and necessaries of his Detachment; and, if he finds any loss or irregularity therein, he is, if the case should require it, to report the same to the Captain or Commanding Officer of the Ship, in order that any man offending therein may be properly punished for the same.

29.

Store-room for use of Marines.

The Store-room for the use of the Marines is to be in the possession of the Officer commanding the Detachment, and is not to be used for any other purpose.

30.

Sent to Hospital at home; arms, &c., to accompany them; not if abroad.

When Non-commissioned Officers, Drummers, Gunners, or Privates of the Royal Marines, sick or wounded, are sent on shore to Hospital in England, the Officer commanding the Detachment is to take care that their clothes, arms, and accoutrements, be sent with them, packed and labelled, to be placed in charge of the proper Officer at such Hospital; but Marines sent on shore to Hospitals abroad are not to take their arms and accoutrements with them.

31.

On discharge after 21 years; certificate required from Head Quarters.

On the Home Stations, whenever application is made for the discharge of a Marine, on account of his having served twenty-one years, or the period for which he enlisted, the Captain who makes the application is to forward with it a certificate from the Commandant of the Division to which the man belongs, of his having actually completed the period of service on which he grounds his application for discharge.

32.

Pay of Marine Officers on embarkation.

Every Marine Officer, on being ordered for embarkation in Her Majesty's Ships, shall apply either to the Accountant-General of Her Majesty's Navy, or to the Divisional Paymaster, as the case may be, for a certificate, stating to what time his pay has been issued on shore, which certificate, if granted by the Divisional Paymaster, shall be in the following form, viz.:—

Certificate.

I hereby certify that of the Marines has received his full pay to the day of inclusive, and that he was then in debt to the Government in the sum of £ , [or not in debt, as the case may be].

The Marine Officer is to deliver the above certificate to the Commanding Officer of the Ship or vessel in which he may embark; and the Commanding Officer is to consider the same as his voucher for his future guidance, in approving the Full-Pay Lists of the said Marine Officer.

Advance to Marine Officers.

When a Marine Officer shall be ordered to embark on board one of Her Majesty's Ships, and be desirous of receiving an advance of Pay, he is to apply to the Accountant-General of the Navy for permission to receive the same, by a payment to his agent, or personally; and if the Officer should have been in the habit of receiving his pay at Head Quarters, his application must be accompanied by the certificate above mentioned; but should the Officer be ordered for *immediate embarkation*, and there should not be sufficient time to comply with the foregoing regulation, he may receive the usual advance from the Divisional Paymaster, without previous application to the Accountant-General. If not previously paid in advance, it may be paid to the Officer on board.

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33.

Every Marine Officer while serving in Her Majesty's Ships, may receive his Pay from the Paymaster on board, when it shall actually have become due. Pay of Marine Officer.

34.

Marine Officers who may be in debt to Government, on any account whatever, at the time they embark, shall be at liberty, when disembarked for temporary service, to draw for one-half only of the Pay specified against each respective rank, until such time as the debts stated in the certificates shall be liquidated. When in debt on embarkation.

35.

Marine Officers, on the termination of their service afloat, are to apply to the Accountant-General of the Navy for the Pay that may be due to them, transmitting with such application the certificate mentioned below. Residue of Pay on disembarkation.

36.

Whenever Marine Officers are removed from one Ship to another, or disembarked, the Paymaster of the Ship from which they are discharged is to furnish them with a certificate according to the following form, of the time to which they have respectively been paid, and the residue of the debts, if any due to Government, which certificates are to be delivered by the Marine Officers to the Captain of the Ship, or the Commandant of the Division, to which they may be discharged :— On removal or discharge, a certificate required respecting pay.

I hereby certify that of the Marines has been paid the Pay due to him to the day of 18 . *I also certify that was in debt to Government in the sum of £* [or not in debt to Government, as the case may be] *at the above period.*

37.

When Marines are disembarked from Ships not ordered to be put out of Commission, their Tickets and Pay Lists* are to be prepared on board the Ship they belonged to, and the full wages cast. The pay documents are then to be transmitted to the Accountant-General of the Navy for examination and completion. When ordered to be paid off, separate Disembarkation Lists of the Marines belonging to each Division are to be prepared by the Marine Officer commanding the Detachment, and transmitted, as soon as possible, through the Captain of the Ship to the several Colonels-Commandant ; they are to contain the number of the Company to which the men belong, and correct information relating to their badges and classes, as required by the Form in the Appendix. In Ships which do not bear a Commission Officer of Marines, the Captain is to cause such Lists to be prepared by the Paymaster, and transmitted as herein directed. Pay of Marines on disembarkation. Pay documents. *Appendix*, 138. When there is no Marine Officer borne.

The Colonels-Commandant are to cause these Lists to be compared with the Divisional records, in order that the requisite notations as to classes, badges, promotions, &c., may be made thereon, and when complete they are to be transmitted to the Accountant-General, for the purpose of adjusting the pay of the men, and issuing the necessary authority to the Divisional Paymaster for Payment. Pay lists.

38.

Whenever one or more Marines may be discharged to Head-Quarters

* Separate Lists are required for each Division.

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Pay documents on discharge to Head Quarters.

from a Ship not paid off, their tickets or other pay documents, are to be sent with them to Head-Quarters, and the Colonels-Commandant are to cause them to be examined, and completed from the Divisional records, before transmitting them to the Accountant-General for assignment.

39.

Residue of wages due to Marines.

The residue of wages due to Marines discharged from Her Majesty's Ships to Head-Quarters, is to be paid to them by the Divisional Paymaster, in the presence of proper Officers to be nominated by the Colonel-Commandant, as soon as possible after the receipt of the necessary documents at Head-Quarters, and out of that residue the sum of 1*l.* is to be deducted from each man, and kept as a fund for supplying him with necessaries on shore, or on his being re-embarked, which sum is to be held by the Divisional Paymaster for that purpose; but if, at the time of paying any Marine his sea pay, there should not be as much as 1*l.* due to him, no portion of whatever may be due is to be retained by the Divisional Paymaster; and a separate and particular account of this money is to be kept by the Divisional Paymaster and Pay-Captain, and the balance, if any, paid to the man, either on his embarkation or discharge from the Service.

Deduction of £1 for necessaries.

40.

Payment on discharge to Head Quarters.

Whenever a Marine may be discharged from any of Her Majesty's Ships, to be paid at Head-Quarters, he is to be furnished with a note, on the established form, stating the particulars of the charges made against him in his pay documents.

41.

To be sent to Head-Quarters for final discharge.

Whenever Marines serving on board Her Majesty's Ships are ordered to be discharged from the service, on any account whatever, they are to be sent to the Head-Quarters of the Division to which they belong, for their final discharge.

42.

Marine Service Acts of Parliament.

The Marine Service Acts of Parliament for the time being will be supplied to the Captains and Officers in command of Her Majesty's Ships, and in all matters relative to Marines, they are to conform themselves to the provisions of those Acts, so far as they refer to the Service afloat.

43.

May wear moustaches, but not beards.

The Officers and Men of the Royal Marine Corps may wear moustaches, but not beards.

44.

Division and No. of Company to be noted in correspondence.

In all Ships' Books, Returns, Reports, and Correspondence, relative to Marines, the Division and Company to which they belong are to be stated.

45.

Correspondence.

All letters on service to the Deputy Adjutant-General of Royal Marines, or Commandants of Divisions, are to be sent, under cover, to the Secretary of the Admiralty, with the words, "Royal Marines," in the lower left-hand corner of the address.

46.

Badge for good shooting.

The badge for good shooting awarded to any Marine embarked from Head-Quarters for foreign service, is to be worn by him until an oppor-

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tunity shall occur of his being challenged by another annual course of practice at home, as directed in the Admiralty Order, dated 20th September, 1858; and the extra pay attached to such badge is to be credited to him on the Ship's books from the date of his entry on board to the end of one year from the time of the badge being conferred. The necessary particulars will be given in the embarkation sheets for the information and guidance of the Officer commanding the Ship in which the Marine may be embarked.

Extra pay for good shooting.

47.

Marines may be permitted to purchase their discharge, or to obtain free discharge, or discharge to pension, at their own request, upon the terms specified in the following scale, provided they have served the requisite period; but the number of men to be discharged, and the selection of the individuals shall be governed by such instructions as the Admiralty shall, from time to time, give, for extending or limiting the number, or for wholly suspending the permission:—

Regulations for obtaining their discharge by purchase or otherwise.

Under 7 years' actual service, without a distinguishing mark	£20
Ditto, with one distinguishing mark	18
After 7 years' actual service, without a distinguishing mark	18
Ditto, with distinguishing mark	15
After 10 years' actual service, without a distinguishing mark	15
Ditto, with one distinguishing mark	10
Ditto, with two distinguishing marks	5
After 12 years' actual service, without a distinguishing mark	10
Ditto, with one distinguishing mark	5
Ditto, with two distinguishing marks	Free.
After 14 years' actual service, without a distinguishing mark	£5
Ditto, with one distinguishing mark	Free.
Ditto, with two distinguishing marks	Free.
After 16 years' actual service, with one distinguishing mark	With a right of registry for deferred pension of 4*d.* a-day, upon attaining 50 years of age.
After 15 years' actual service, with three distinguishing	Free. With a right of

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In cases of free discharge, 30 days to elapse.

In all cases of free discharge, a period of not less than thirty days, for the purpose of giving a Marine a sufficient time for deliberation, shall elapse between the man's application and the Commanding Officer's consent to recommend the discharge; and the prospect of permanent pension, which the man will forfeit by accepting a free discharge at his own request, shall be clearly explained to him.

§ II.—Rewards and Honorary Distinctions to Royal Marines of the Divisional and Artillery Companies.

Annuities to Sergeants.

1.

Annuities for meritorious service.

A sum not exceeding 250*l.* a-year is placed at the disposal of the Admiralty, to be distributed in granting Annuities, as rewards for distinguished or meritorious service to Sergeants; and such Annuities are to be enjoyed either while the Sergeants are serving, or after their discharge with Pension, in sums not exceeding 20*l.* a-year.

2.

Silver Medal.

The Sergeants selected for this honorary distinction shall be entitled to wear a silver medal, having on one side Her Majesty's effigy, and on the other the words, "For Meritorious Service," and the name of the Sergeant, with the date of its grant; and they will not be liable to forfeiture of the annuity, and medal, except by sentence of a Court-Martial, or by conviction of felony by a Court of Civil Judicature.

Medals and Gratuities.

3.

Long Service Medal and Gratuity.

The Commandant of a Division of Royal Marines may annually recommend a certain number of men of meritorious conduct for the "Good-conduct and Long Service" Medal and Gratuity, as follows, viz.:—

Sergeant, who shall have served ten years as such	£15
Corporal, who shall have served seven years as such; or to a Sergeant, who shall have served seven years as Corporal and Sergeant	10
Private	5

4.

Qualifications for.

The men to be recommended must have completed twenty-one years of actual service, have borne an irreproachable character, and have never been convicted by a Court-Martial; or, if not coming strictly within those latter conditions, they must have particularly distinguished themselves by gallantry and zeal in the Service.

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6.

The medal is to be presented according to the existing regulations on that head. Presentation of Medal.

7.

All Marines who shall have fulfilled the conditions of the regulations relating to the award of the medals and gratuities for "Long Service and Good Conduct," but who are precluded from becoming recipients of medals with gratuities in consequence of the aggregate amount to be annually awarded being already appropriated, shall be granted the said medals *without* gratuities, to the extent of three for each Division in each year. Medals without gratuities.

8.

Non-commissioned Officers, Drummers, Privates, and Gunners, who may have been qualified before discharge, shall be eligible to receive medals *without* gratuities if recommended by their former Commanding Officers, within three years after their discharge. Eligible for, after discharge.

9.

Non-commissioned Officers on the permanent staff of the Militia, or filling corresponding situations in the Naval Service, who were eligible previously to their discharge from the Corps for medals with gratuities, shall also be eligible to receive medals *without* gratuities, and no limit shall be placed on the grants as regards the date of discharge in the case of such men so serving. If entitled to it in Militia or other service.

Additional Pay and Distinguishing Marks.

10.

A reward of additional pay, and distinguishing marks, for good conduct, is to be granted, under the following rules, to every Corporal, Bombardier, Drummer, Bugler, Gunner, and Private, of the Royal Marine Divisional and Artillery Companies, enlisted on or after the 1st August, 1847:— Good Conduct Badges and Pay.

Having served three years, provided his name shall not have been entered in the Divisional Defaulters' Book for at least two years immediately preceding his claim....	1*d.* a-day.
Having served eight years, and having been uninterruptedly in the receipt of 1*d.* a-day for two years immediately preceding his claim	2*d.* ,,
Having served thirteen years, and having been uninterruptedly in the receipt of 2*d.* a-day for two years immediately preceding his claim....	3*d.* ,,
Having served eighteen years, and having been uninterruptedly in the receipt of 3*d.* a-day for two years immediately preceding his claim....	4*d.* ,,
Having served twenty-three years, and having been uninterruptedly in the receipt of 4*d.* a-day for two years immediately preceding his claim....	5*d.* ,,
Having served twenty-eight years, and having been uninterruptedly in the receipt of 5*d.* a-day for two years immediately preceding his claim....	6*d.*

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11.

Benefits acquired by continuous good service.

As a further reward for continuous good conduct, Marines who shall have completed sixteen years' actual service, and whose names have not been entered in the Divisional Defaulters' Book for the last fourteen years preceding their claim, may receive the rates of good-conduct pay *two years earlier*—that is, after sixteen, twenty-one, and twenty-six years' service, respectively. If, having received the advantage for uninterrupted good conduct granted by the above, a man shall incur any forfeiture, he must lose all benefits acquired by him for such uninterrupted good conduct, and revert to the condition which requires eighteen, twenty-three, and twenty-eight years' service respectively, to obtain 4*d.*, 5*d.*, and 6*d.*

All service after 18 years of age to count.

The service requisite to entitle men to the distinction and rewards granted above, may include former service in all ranks after the age of 18 years.

12.

Rewards received in the Army may be kept.

Men transferred from the Army are to keep the rewards obtained by them under the regulations applicable to that service, and to be afterwards subject to these regulations.

13.

Deprivation of Badges at Head-Quarters.

As this reward is strictly an honourable distinction, to be conferred only upon the well-conducted Marine, the Commandants of Divisions are enjoined to enter in the Divisional Defaulters' Book the name of every Marine who shall be convicted by Court-Martial, or who, in consequence of misconduct, shall be subjected to a forfeiture of pay, either with or without imprisonment, or any other punishment beyond seven days' confinement to barracks; and the commission of every offence which shall impose upon the Commandant the necessity of recording the Marine's name in the Divisional Defaulters' Book, shall render the man ineligible for this reward for two years from the date of such entry, should no imprisonment be inflicted, and in case of imprisonment from the date of release; and, if he be already in possession of this distinction, shall deprive him of his distinguishing mark and good-conduct pay for one year; and a second recorded offence within twelve months, shall render two years of uninterrupted good conduct necessary to obtain a restoration of such reward.

A Marine having two or more distinguishing marks, shall, in like manner, forfeit one of such marks, and the good-conduct pay allowed with it, for one year for each offence, such forfeiture to be reckoned from the date of entry in the Defaulters' Book, or release from imprisonment, unless another offence be committed within the year, in which case the restoration of the first distinguishing mark and good-conduct pay will be delayed until the completion of a year from the date of the last offence, or release from last imprisonment, and the restoration of the second distinguishing mark and good-conduct pay will be delayed until the completion of one year's uninterrupted re-possession of the first distinguishing mark and good-conduct pay, and so on with each subsequent forfeiture and restoration. If he shall forfeit all his distinguishing marks, and good-conduct pay, and before the restoration of any one, shall be recorded for a fresh offence, he shall forfeit all claim in consequence of his previous good conduct, and shall only be entitled to

obtain a restoration of his honourable distinctions by subsequently serving, with uninterrupted good conduct, for two years to obtain one distinguishing mark, for four years to obtain two distinguishing marks, for six years to obtain three distinguishing marks, for eight years to obtain four distinguishing marks, for ten years to obtain five distinguishing marks, and for twelve years to obtain six distinguishing marks.

Any Marine who, by having been recorded in the Divisional Defaulters' Book, shall have been adjudged to have been guilty of an offence, by which he is to forfeit the whole or a part of his reward for previous good conduct, shall, if he denies the commission of such offence, have the right of appeal to a Court-Martial.

A Marine may, for a first offence of a serious nature, be adjudged, by the sentence of a Court-Martial, to forfeit all or any part of the advantages he had derived from his previous good conduct, either absolutely, or for any period not less than eighteen months, according to the circumstances which shall have appeared in evidence.

A Sergeant, or other Non-commissioned Officer, above the rank of Corporal, reduced to the ranks, who has not been sentenced by Court-Martial to forfeit all or any part of the advantages of good-conduct-pay which might have accrued from his former service, or forfeited such advantages by conviction by Court-Martial of desertion, &c., or conviction of felony, by a Court of Criminal Judicature, in accordance with the provision of the Articles of War, may be allowed to reckon his service as Non-commissioned Officer as good-conduct service, and, in addition to his pay as Private, shall be allowed the rate of good-conduct pay, which, with such service he could have claimed in ranks below that of Sergeant, in consequence of absence from the Defaulters' Book; but if such Sergeant or other Non-Commissioned Officer above the rank of Corporal be reduced by sentence of a Court-Martial, he shall be subjected by such reduction to the forfeiture of one penny a day of such calculated good-conduct pay for one year for the offence for which he was reduced.

When by the Queen's pardon, or order of the Admiralty, a Marine's service, which had been forfeited by desertion, or any other cause, shall have been restored, the rate of good-conduct pay the man was in possession of at the time of forfeiture shall also be restored, provided such restored pay, added to any other good-conduct pay he may have acquired while under forfeiture, does not exceed the rate to which his total service, coupled with the prescribed continuous absence from the Defaulters' Book, would give him a claim, and in such cases the condition which, under the ordinary operation of these Regulations, requires the uninterrupted possession for two years of one or more good-conduct badges, and pay attached thereto, before another can be obtained, will not be enforced, but will be adhered to during the Marine's subsequent service.

14.

Deprivation of Badges when embarked.

Whenever a Marine wearing one or more distinguishing marks shall, while serving afloat, commit any offence for which the Captain or Commanding Officer of the ship in which such Marine is serving, shall consider that he should be punished by the forfeiture of one or more distinguishing marks, and the good-conduct pay attached thereto, such offence shall be inquired into under a Warrant, executed in the same manner as when corporal punishment is awarded; and the Captain or

Appendix, 110, 113.

Commanding Officer may cause the said Marine to be deprived of one or more of the distinguishing marks, and the additional pay, according as the gravity of the offence shall, in his judgment, merit; which circumstance is to be duly entered in the log, and reported in the periodical returns, under the regulations established for the disrating of Petty Officers; and the marks and pay, so forfeited, shall not be re-conferred until the expiration of at least one year from the date of forfeiture, and then only under circumstances of extreme good conduct. No man so long as he is entitled to wear the distinguishing mark shall be considered liable to corporal punishment, except in cases of open mutiny.

Restoration of distinguishing marks.

Corporal Punishment.

15.

Warrant for taking away a distinguishing mark.

The Warrant depriving a Marine of his distinguishing mark, is to be forwarded to the Admiralty with the Quarterly Return of Punishments, for subsequent transmission, through the Deputy Adjutant-General, to the Commandant of the Division to which the man belongs, for his information and guidance.

16.

Restoration of distinguishing mark at Head-Quarters.

If a Marine shall have been discharged to Head Quarters previous to the completion of one year from the date of his having forfeited the distinguishing marks, he shall, as soon as he has completed that period, reckoning from the date of forfeiture, be eligible, at the discretion of the Colonel-Commandant, to have those rewards restored, provided his character shall have been very good during the interval.

17.

Extra Pay to Marines enlisted before 1st August, 1847.

Every Corporal, Bombardier, Gunner, or Private Marine, enlisted before the 1st August, 1847, is entitled to an addition of 2*d.* a day to the pay of his rank on completing fourteen years' actual service, from the age of 18 or 20 years respectively, according to the Regulations in force at the time of enlistment.

Good-conduct Regulations optional with them.

All Marines now serving, who enlisted before the 1st August, 1847, may have the option of relinquishing their right to the additional pay of 2*d.* a day after 14 years' service, and thereby become entitled to all the advantages of the Good-conduct Regulations *while serving*, provided their names shall not have been entered in the Divisional Defaulters' Book immediately preceding the exchange, for the periods prescribed for each rate respectively.

Regulation of Pensions.

But their pensions on discharge will be regulated according to the rules in force at the time of their enlistment, viz., from 10*d.* to 1*s.* 2*d.* a day, as hereafter laid down, provided such pension be not forfeited by misconduct.

§ III.—Pensions.

1.

Pensions. Time for, to count equally for service afloat or on shore.

All Non-commissioned Officers, Gunners, Drummers, Buglers, and Privates now serving, or who shall hereafter serve, in the Royal Marines, shall be entitled to reckon their *time* for pension *equally* for service afloat, or on shore.

2.

Time to reckon for Pension.

The date of Attestation shall be the commencement of a Marine's service, which service shall reckon towards pension from the age of 18 only. *To Non-commissioned Officers, Gunners, Drummers, Buglers, and Privates of the Royal Marine Divisional and Artillery Companies, who enlisted previously to the* 1*st August*, 1847.

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3.

Every Non-Commissioned Officer, Drummer, Bugler, Gunner, and Private of the Royal Marines, who shall be discharged from Her Majesty's Service on account of severe wounds or hurts, whether received in action or in the execution of his duty, shall be allowed a pension according to the following scale, provided he be deemed a fit and deserving object for relief, either for life, or for a limited period, at the discretion of the Admiralty, with reference to the bodily injury sustained, to the length of service, and to the character and rank of the Marine, viz.:— Pensions for hurts, &c.

A Marine having lost two limbs, or being otherwise so severely wounded, as to require the care and attendance of some other person, shall have from 1*s.* 6*d.* to 2*s.* a-day.
But for less injury than the foregoing, and not requiring the care of another person, from . 1*s.* to 1*s.* 6*d.* a-day.
And if able to contribute in a small degree to his livelihood, from . . . . . 9*d.* to 1*s.* a-day.
If able to contribute materially to his livelihood, though unfit for the Service, from . . . 6*d.* to 9*d.* a day.

In fixing pensions under this Article, the lowest or highest, or any intermediate rate is to be taken, according to the length of service and the character of the claimant, and the circumstances under which he was wounded or hurt. Character of claimants considered.

4.

Every Marine who shall be discharged on any account (except for misconduct) after twenty-one years' actual service in the Royal Marines, or any greater length of service, shall receive a pension varying from 10*d.* to 1*s.* 2*d.* a day; having consideration to whether the man be discharged at his own request, or otherwise, to the nature of his services, to his actual state of health and apparent strength, to his conduct and character, *and to the number of years he may have served beyond twenty-one years.* Pensions after 21 years' service.

5.

Every Marine who, after having served fourteen years, shall be discharged for disability contracted in and by the Service, and not from want of proper care on his part, shall, provided he be deemed a fit and deserving object for relief, be allowed an annual pension, either for life or for a limited period, at the discretion of the Admiralty, calculated on a combined view of the length and nature of his service, his character, and his bodily infirmity, varying from 6*d.* to 9*d.* a day; but if the injury be not considered permanent, a conditional pension only shall be granted. Pension after 14 years, if unfit for other service, if injury is not permanent.

6.

A Marine discharged under fourteen years' service, is not to be deemed entitled to a pension; but if discharged in consequence of disability contracted in and by the Service, and not from want of proper care on his part, may be allowed a pension, either for life or for a limited period, at the discretion of the Admiralty, of from 3*d.* to 6*d.* a day, according to the bodily injury sustained by, and the length of service and the character of the man. Not entitled to pensions under 14 years' service. Exceptions.

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Compensation for wounds.

In such cases, where Marines have received wounds or injuries in Her Majesty's Service, which shall not be found, on examination of so serious a character, as to entitle them to a pension, a gratuity may be made to them, at the discretion of the Admiralty, of a sum varying from 1*l.* to 18*l.*, in full compensation for such wound or injury

7.

Pension for blindness.

If a Marine shall become totally blind, from unavoidable causes, clearly attributable to the Service, he shall be allowed a permanent pension of 3*d.* a day, in addition to the amount to which he may be otherwise entitled.

8.

Service under 18 years of age.

Service *under* 18 years of age will not be allowed to reckon either for discharge or for pension.

9.

Pensions to those enlisted before 1st March, 1838.

All Non-commissioned Officers now serving, who enlisted subsequently to March the 1st, 1833, who shall hereafter be discharged after completing 21 years' service, shall be entitled to have their pensions computed at the following rate :—8*d.* a day, being at the same rate as that received by Privates enlisted for limited service, with the addition of—

Additions to.

For a Corporal or Bombardier .	½*d.*	a day for each year of service in such rank.
For a Sergeant . . .	1*d.*	
Quartermaster-Sergeant . .	2*d.*	
Serjeant-Major . . .	3*d.*	

Good-conduct Pay to reckon towards increase of Pension

They shall also be entitled to reckon the "Good-conduct pay," of which they may be in possession when discharged, towards increase of pension; and Sergeants-Major, Quartermaster-Sergeants, and Sergeants, shall be entitled to have their service as such reckoned as good-conduct service, in order to add to the rate of good-conduct pay which they had acquired prior to promotion, and to carry the whole to increase their pension; provided always, that the total amount of pension to be awarded shall in no case exceed the maximum for—

Maximum amounts of Pensions.

A Sergeant-Major	2*s.* 6*d.*	a day.
Quartermaster-Sergeant	2*s.* 3*d.*	
Serjeant	2*s.* 0*d.*	
Corporal or Bombardier	1*s.* 6*d.*	

Provided always, that the Non-commissioned Officer shall have served twenty-one years, and shall have been discharged as a Non-commissioned Officer, having served without interruption as such for the *one year* immediately preceding his discharge.

And no Non-commissioned Officer shall receive the aforesaid superior rates if discharged whilst holding an inferior rank.

To Non-commissioned Officers, Drummers, Buglers, Gunners, and Privates of the Royal Marine Divisional and Artillery Companies, who enlisted under the Act of Parliament termed "A Bill for limiting the Time of Service in the Royal Marine Forces," dated the 1st August, 1847.

10.

Permanent pensions shall be granted to Marines, enlisted on and sub-

sequently to, the 1st August, 1847, and who are discharged in consequence of being rendered incapable of further service, by wounds or injuries received in action, according to the following Scale:— Pensions for wounds in action.

Wounds in Action.

RANK.	First Degree. Marines losing two Limbs, or both Eyes, from Wounds, or being so severely wounded as to be totally incapable of earning a livelihood, and to require the assistance and care of some other person.		Second Degree. Marines rendered incapable by Wounds of earning a livelihood, but not requiring the aid of another person.		Third Degree. Marines able to contribute towards earning a livelihood, although rendered by Wounds unfit for the ordinary duties of a Marine.		
	FROM	TO			FROM	TO	
	s. d.	s. d.	s. d.		s. d.	s. d.	
Sergeant	2 6	3 0	2 0		1 3	1 8	a-day.
Corporal or Bombardier	1 10	2 4	1 6		1 0	1 3	
Private, Gunner, Drummer, or Bugler	1 6	2 0	1 2		0 8	1 0	

11.

In case of extreme suffering from wounds, received in action, by Non-commissioned Officers or Privates, of long service, or of gallant conduct before the enemy, a sum, not exceeding 6*d.* a-day, may be granted as Her Majesty's Royal Bounty, in addition to the pension which may have been awarded by the Admiralty. Addition to Pension in special cases.

12.

Marines who shall become totally blind from unavoidable causes, other than wounds, but clearly attributable to the Service alone, shall be entitled to permanent pensions, according to the following Scale:— Pensions on becoming blind.

	FROM	TO	
	s. d.	s. d.	
Drummer, Bugler, Gunner, or Private .	0 9	1 0	a-day,
Corporal or Bombardier, having served seven years as such	1 0	1 3	
Sergeant, having served as a Non-commissioned Officer ten years, and not less than five years as a Sergeant	1 3	2 0	

13.

If the Marine shall have served more than fourteen years, and be discharged with a constitution impaired by the effects of foreign service, besides being afflicted with total blindness, an increase to the above rates not exceeding, for a— Additions in special cases.

Drummer, Bugler, Gunner, or Private	3*d.*	a-day.
Non-commissioned Officer	4*d.*	

may be added.

14.

No Marine shall be discharged for the loss of an eye only, whether it be the right or the left; but if a Marine shall have lost one eye by a Loss of eye.

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wound in action, or by the effects of service, and shall receive other wounds or injuries in action, or be otherwise so disabled as to render his discharge necessary, the loss of an eye shall be taken into consideration in fixing the pension at such a rate as his combined wounds or disabilities may entitle him to receive.

15.

Pensions of Non-Commissioned Officers.

Sergeant-Majors, Quartermaster-Sergeants, Colour-Sergeants, Sergeants, Corporals, and Bombardiers, shall have their pensions computed at the same rate as Privates, viz., 8*d.* a-day, with the following addition for every year of service as Non-commissioned Officers:—

			s.	d.	
Sergeants-Major	3*d.*	Total Pension not to exceed.	2	6	a-day.
Quartermaster-Sergeants	2*d.*		2	3	
Colour-Sergeants and Sergeants	1*d.*		2	0	
Corporals and Bombardiers	½*d.*		1	6	

16.

To others of the Marine Corps.

Drummers, Gunners, Buglers, and Privates enlisted on and after the 1st August, 1847, and who re-engage themselves for a second period, will, at the end of twenty-one years' service, from the age of 18, be entitled to their discharge with pensions agreeably to the following Scale; and those who are retained in the service, under the provision of the Limited Service Act, or who may remain in it of their own accord, after the expiration of twenty-one years, from the age of 18, will be entitled to the benefit of pension up to the date of their discharge according to the following scale:—

	Without Good-Conduct Pay.	With Additions for Good-Conduct Pay.					
		1 Mark.	2 Marks.	3 Marks.	4 Marks.	5 Marks.	
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
After 21 years ..	0 8	0 9	0 10	0 11	1 0	1 1	a-day.
„ 22 „ ..	0 8½	0 9½	0 10½	0 11½	1 0½	1 1½	
„ 23 „ ..	0 9	0 10	0 11	1 0	1 1	1 2	
„ 24 „ ..	0 9½	0 10½	0 11½	1 0½	1 1½	1 2½	
„ 25 „ ..	0 10	0 11	1 0	1 1	1 2	1 3	
„ 26 „ ..	0 10½	0 11½	1 0½	1 1½	1 2½	1 3	
„ 27 „ ..	0 11	1 0	1 1	1 2	1 3	1 3	
„ 28 „ ..	0 11½	1 0½	1 1½	1 2½	1 3	1 3	
„ 29 „ ..	1 0	1 1	1 2	1 3	1 3	1 3	

The increase from the minimum shall be in each case, ½*d.* a-day, for every year of actual service completed beyond twenty-one years; but in no case shall the maximum (1*s.*) be exceeded, except by the addition of the reward for good conduct.

17.

Pensions after 14 years if incapable of further service.

Marines discharged on account of disabilities contracted in, and by, the Service, after fourteen, but under twenty-one years, shall be entitled to receive pensions according to the following rates, viz.:—

Sergeant	9*d.* to 1*s.* 3*d.*	a-day.
Corporal, or Bombardier	7*d.* to 1*s.*	„
Drummer, Bugler, Gunner, or Private	7*d.* to 9*d.*	„

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such pensions being granted either permanently, or conditionally, according as the Admiralty shall, in their discretion, consider the nature of the disability to warrant. Provided, however, that in the case of a Sergeant, Corporal, or Bombardier, discharged as such, his service shall have been at least of one year's duration in the rank of a Non-commissioned Officer.

The precise amount of pension shall be regulated by the time the Marine may have served, the nature of his services, the degree of the disability as affecting his means of earning a livelihood, and his good conduct while serving.

18.

Pensions on attaining the age of 50.

Marines who shall have been in the uninterrupted possession of good-conduct pay, for at least six months immediately preceding their discharge for disability, or by reduction, and who shall not have acquired claims to pensions, or shall be entitled only to temporary or conditional pensions, shall have their names registered at the Admiralty, and upon their attaining 50 years of age, shall receive, as a reward for their former good conduct, a pension—

If discharged with one distinguishing mark, of	4*d.*	a-day.
If discharged, after having been twelve months in possession of two distinguishing marks	5*d.*	„
If discharged, in possession of three distinguishing marks	6*d.*	„

19.

Discharge after 21 years' service for disabilities.

To men discharged after twenty-one years' service, for disabilities contracted in, and by, the Service, which not only unfit them for the ordinary duties of Marines, but which render them incapable of earning a livelihood, a temporary increase of pension may be granted to each rank to the following extent:—

Increase of Pension.

Drummer, Bugler, Gunner, or Private	3*d.*	a-day.
Corporal or Bombardier	4*d.*	„
Sergeant	6*d.*	„

Maximum amount.

The aggregate pension, however, is in no case to exceed the maximum granted in Articles 15 and 16; and such increase is only to be granted for one year, and to be renewed thereafter by the Admiralty for such period as they may, under the circumstances of the case, conceive proper, on evidence of the Pensioner's continued incapacity to earn a livelihood.

20.

Temporary Pensions.

Marines discharged previously to the completion of twenty-one years' service, on account of their being unfit for the ordinary duties of Marines, in consequence of disability contracted in, and by, the Service, may be allowed temporary pensions according to the following Scale, viz.:—

Under seven years' service, 6*d.* a-day, from one to eighteen months.

Above seven, but under ten years' service, 6*d.* a-day, from one to two years.

Above ten, but under fourteen years' service, 6*d.* a-day, from two to three years.

21.

May be made permanent in special cases.

The temporary pensions which may have been awarded to men discharged as unfit for the ordinary duties of Marines, on account of disabilities contracted in, and by, the Service, previously to the completion of fourteen years' service, may, under extraordinary services of extreme suffering, or of incapacity to earn a sufficient livelihood, be made permanent.

22.

Temporary Pensions may be extended.

In severe cases of disability or injury, resulting entirely from the Service, under twenty-one years' service, the temporary pension may be received for such further period as the special circumstances of the case may warrant.

23.

Addition to temporary Pensions of Non-commissioned Officers.

A Non-commissioned Officer, who shall have served continuously as such at least one year in the rank he held when discharged, may be allowed an addition not exceeding the following rates, viz. :—

Corporal or Bombardier	2*d.*	a-day,
Sergeant	4*d.*	

to the temporary pension which would have been granted to him if he had been discharged as a private.

24.

Gratuity instead of temporary Pension.

In special cases where it may be considered more advantageous to the Marine's interest that a gratuity in money, proportioned to the length of his services, and the duration of the temporary pension awarded, should be given, instead of the temporary pension, a sum varying from 1*l.* to 30*l.* may be allowed; but in every instance the gratuity shall be paid to the Marine, only after his arrival at the place of his intended future residence.

25.

Temporary Pensions.

Temporary pensions, or the gratuities in lieu thereof, according to the Scales in Articles 17 and 20, may also be granted to men discharged without disability, for the convenience of the public service, in consequence of the reduction or disbandment of their Corps, after fourteen, but under twenty-one years' service; and such men shall be eligible to re-enter the Service, according to the rules laid down for Discharged Men re-enlisting.

26.

Allowance for service as Non-commissioned Officer when Pensions are awarded.

No Non-commissioned Officer shall, on his discharge, have any claim to the allowance or pensions awarded to a Corporal, Bombardier, or Sergeant, except for continuous service immediately preceding his discharge, in the rank he held when discharged; but if a Sergeant shall be discharged without having served continuously as Sergeant the full period (one year) prescribed by these regulations to entitle him to the pension of that rank, he may be allowed to reckon as Corporal's or Bombardier's service the whole of his continuous service as a Non-commissioned Officer, to entitle him to the rate of pension allowed to the rank of Corporal or Bombardier; and antecedent service as a Non-commissioned Officer, in a rank from which he may have been reduced, may be specially admitted to reckon as part of his continuous service, provided it be established to the satisfaction of the Admiralty that such reduction in rank was on account of the Public Service, and did not result from any irregularity or misconduct on the part of the man himself.

27.

Acting time not to count.

The period during which any Marine may have been employed as an acting Non-commissioned Officer shall not be allowed to reckon as Non-commissioned Officer's service.

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Chapter XVII.

ROYAL MARINE CADETS.

1.

Marine Cadets are to be nominated by the Admiralty. To qualify a gentleman for a nomination, he must not be under 15, nor over 17 years of age, nor under 5 feet 2½ inches in height, and must pass such examination as the Admiralty may, from time to time, direct. **Qualifications for nomination as Marine Cadet.**

2.

Every Candidate for a Marine Cadetship is to present himself for examination at the Royal Naval College at Portsmouth on the day required, where it will be necessary for him to produce the following certificates: **Examination at the R.N. College.**

I. A Certificate of Age.

II. A Certificate of Good Conduct from the Masters of the Schools at which he has studied during the last three years, or in the event of his having been privately educated, from the Clergyman of his parish, or some person competent to judge of, and certify to, his general good conduct.

III. A solemn Declaration from his nearest of kin, that, to the best of his or her belief, he does not suffer from, nor has been subject to, any disease or infirmity of mind or body which may incapacitate him from the perfect performance of his duty as an Officer in the Corps of Royal Marines.

IV. A Certificate from one of the Principal Medical Officers of the Naval Hospital at Haslar, that he is of sound bodily health, and that he does not stammer, and has no other physical defect.

3.

He will then be examined in the following subjects, and if he passes satisfactorily, will be appointed a Marine Cadet on board the Gunnery Ship at Portsmouth: **Examination and appointment.**

Writing English correctly from dictation—Arithmetic, including Vulgar and Decimal Fractions—First Book of Euclid—Algebra, including Simple Equations—General Knowledge of Geography, *i.e.*, of the Principal Countries, Islands, Rivers, &c., of the Globe—A competent acquaintance with the Latin, or French, or some one Modern Language.

4.

Examinations of the Cadets will be held, from time to time, in order to ascertain the progress which they may have made. **Occasional Examinations.**

5.

The final Examination of Cadets to qualify them to receive Commissions as Second Lieutenants in the Royal Marines, will include— **Final Examinations.**

Arithmetic—Algebra—Euclid, Books 1, 2, 3, 4, and part of 6—Trigonometry, Theoretical and Practical—History of England—French—Use of the Pocket Sextant—Fortification—Mechanical Drawing—Gunnery.

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Candidates for the Artillery Companies.

6.

The Captain Superintendent of the Royal Naval College at Portsmouth will report to the Admiralty the names of those Cadets who have particularly distinguished themselves at the final Examination, and whose conduct, while on board the Gunnery Ship, has been unexceptionable; with a view to their being appointed (should the Admiralty think fit) to the Royal Naval College, where they will be allowed to continue a year to complete their studies, and at the expiration of that period they will, if they have made satisfactory progress, be appointed to vacancies in the Artillery Companies, or be attached "on command" from their Divisions to those Companies for Artillery Instruction until vacancies occur.

Discharge of Cadets found unqualified.

7.

Such Cadets as have not made satisfactory progress at the end of the first year, or who fail to pass the Final Examination at the end of the second year, will be discharged.

By whom to be examined.

8.

All the Examinations are to be conducted by the Professor at the Royal Naval College under the direction of the Superintendent.

Money required on joining the "Excellent."

9.

On joining the Gunnery Ship, each Cadet must be prepared with a sum of not less than 50*l.* for outfit and 10*l.* for mess, washing, and other expenses.

Sums to be paid to the Accountant-General.

10.

The undermentioned sums must be paid for each Cadet to the Accountant-General of the Navy:—

	PER ANNUM.
Cadets under ordinary circumstances	£30
Sons of Officers dying on Full-Pay, or of Officers on Half-Pay with large families and inadequate means	15
Sons of Officers killed in the Service, or of Officers dying on Full-Pay, whose families are left in great distress	Gratis.

£80 to be paid on receipt of Commission as 2nd Lieutenant.

11.

Before a Cadet can receive a Commission as a Second Lieutenant, he must deposit the sum of 80*l.* with the Accountant-General of the Navy, to provide for his being properly equipped.

Regulations for Dress.

12.

Cadets are to wear the Blue Cloth Shell Jackets, with Red Cuffs and Collars, and Gold Shoulder Cords, Uniform Cloth Trousers, or White Drill Trousers, according to Regulation.

In winter the Blue Frock-coat, according to Regulations, may be worn without a sash or belt.

Forage Cap according to Regulation.

Marine Cadets.

13.

Marine Cadets are subject to Naval discipline—receive pay at the rate of 3*s.* 8*d.* a-day, or 66*l.* 18*s.* 4*d.* per annum—and are considered in all respects as Subordinate Officers.

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Chapter XVIII.

PRIZES AND PRISONERS.

1.

When any Ship or Vessel shall be captured, or detained, her Hatches are to be securely fastened and sealed, and her Lading and Furniture, and, in general, everything on board, are to be carefully secured from Embezzlement; and the Officer having charge of such Ship or Vessel shall prevent anything from being taken out of her, until she shall have been tried, and sentence shall have been passed on her, in a Court of Admiralty or Vice-Admiralty. On capture or detention of a Vessel.

Appendix, 175.

2.

The Commanding Officer of Her Majesty's Ship shall cause the principal Officers of any Vessel he may detain, and such other persons of the Crew as he shall think fit, to be examined as Witnesses, in the Court of Admiralty or Vice-Admiralty, to prove to whom the Vessel and Cargo belong; and he shall send to the said Court all Passports, Custom-House Clearances, Log-Books, and all other Ship's Papers, which shall be found on board, without suffering any of them to be on any pretence secreted or withheld. Witnesses for Admiralty Court. Ship's Papers.

3.

The Commanding Officer is to take particular care that all Prisoners of War are treated with humanity; that their personal property is carefully protected; that they have their proper allowance of provisions, viz., two-thirds of all species, except Spirits, Wine, or Beer, of which none shall ever be issued to them; and that every comfort of air and exercise which circumstances admit of, be allowed them; but to prevent any hostile attempts on their part, they are to be always attentively watched and guarded, especially when many of the Ship's Company may happen to be employed aloft. Prisoners to be treated with humanity.

4.

If any Ship or Vessel shall be taken acting as a Ship of War or Privateer without having a Commission duly authorizing her to do so, her Crew shall be considered as Pirates, and shall be dealt with accordingly. Privateers.

5.

If any one of Her Majesty's subjects shall be found serving on board an Enemy's Ship of War or Privateer, he shall be closely confined, until an opportunity shall offer for his being tried as a Traitor. The Commanding Officer shall, by the first opportunity, send an account of him, and of his place of birth, if known, to the Secretary of the Admiralty; and he shall also direct some of the Officers and Men of the Ship to notice very particularly every circumstance of the case, that they may be able to give evidence against such Offender. Traitors.

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Chapter XIX.

NAVIGATION AND PILOTAGE.

1.

The Captain is resiponsble for the safe conducting and steering of the Ship.

Captain and Master to navigate the Ship.

The Master, under the direction of the Captain, is to have the charge of the navigation of the Ship; and whenever the Ship is approaching the land, or any shoals, the Captain is to take care that the Master shall keep a good look-out upon deck; and that deep-sea soundings are always taken in good time on such occasions, and continued until the safety of the Ship's position be clearly ascertained and secured.

Deep-sea soundings.

2.

Lead to be hove in pilot-water, &c.

When a Ship is in pilot-water, or in the vicinity of land, or rocks, or shoals, the Captain is always to take particular care, whether the Master or Pilot think it necessary or not, that the hand-lead be kept constantly going, not only with a view of obtaining soundings, when they may be expected, as a guide for conducting the Ship, but also as a precaution against any mistakes of the Pilot, or any irregularities of the tides; and it is to be kept going even in the most frequented channels.

Caution enjoined.

The Captain is to observe that it is not sufficient, under the above circumstances, to station a leadsman in the chains to keep the lead going, but that, at the same time, the rate of the Ship should be reduced (where there is a *possibility* of doubt) to such a speed as shall ensure the leadsman getting correct soundings at every cast; and, in case of a ship touching the ground, these points are to be fully inquired into by the Court-Martial.

Court-Martial.

If it shall appear that the Ship has been run on shore, or brought into danger of being run on shore, or wrecked, and that there has been any want of due care or precaution, or that the foregoing orders have been disobeyed, the Captain will be held responsible for the same.

3.

Report to be made on Ship touching the ground.

In the event of the Ship touching the ground, the Captain is, by the first opportunity that offers, to transmit a statement to the Secretary of the Admiralty (through his Commander-in-chief, if he be serving under one), of every particular relative thereto, mentioning the rate at which she was going over the ground at the time she struck,—the exact period during which she remained on shore,—the nature of the bottom.

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4.

When a Court-Martial is appointed to inquire into the cause of the loss of a Ship, or of her having touched the ground, the following points are invariably to be attended to, in addition to the customary investigation:— Particulars to be inquired into by Court-Martial.

I. The Ship's log-book, deck log-book, Captain's night order book, and the chart by which she was navigated, are to be produced in Court.

II. An investigation is to be made to ascertain whether the proper chart from the chart box has been used; and if the position of the Ship by observation, or otherwise, was accurately ascertained at the noon previous to the accident, or by any subsequent observations; and, if not, when it was last correctly ascertained; and whether the courses steered by the Standard Compass, corrected for local deviation, and distances run for the day previous to the Ship grounding, have been correctly inserted in the log-book. Also when the Ship was last swung for local deviation.

III. The Master, or other competent Officer of the Ship on board of which the Court-martial is held, is to be directed to work up the reckoning of the Ship from the previous noon, or from subsequent observation (or from such further period before the previous noon as the Court shall require, to enable them to fix the true position of the Ship), to the time of her taking the ground; the result of this work is to be delivered to the Court in writing, attested by the signature of such Officer, and to the accuracy of which he is to be sworn. The position of the Ship, so determined, is to be laid off on the chart by which she was navigated; also the position of the Ship when ashore, as determined by cross bearings, as noted in the log-book. The rate and direction of the tide stream, and the time of tide, should also, if possible, be stated.

IV. The documents referred to in the preceding section, with an attested copy of the log, commencing at least forty-eight hours before the Ship touched the ground, are to accompany the minutes of the Court-Martial.

V. Certain of the Officers, superior and subordinate, being required to keep an account of the Ship's way, and to take the necessary observations for ascertaining the latitude and longitude, inquiry is to be instituted as to how far the Admiralty directions on this head have been either observed or neglected.

VI. If land was seen, and the distance from it estimated before the Ship struck, it is to be ascertained what steps were taken, during the time it was in sight, to check the estimated distance by the run of the Ship.

5.

Whenever there may be occasion to anchor, the Captain is to be extremely careful to cause the Ship to be placed in a safe berth, and so as not to endanger any other Ship which may be already anchored. If he anchor in a port or road to which he is a stranger, and of which he has no accurate chart, he is to direct the Master to sound for the distance of at least three cables' length round the Ship, to inform himself whether the bottom be clear of rocks, and whether the anchorage be fit for the Ship to ride in; and the bearings of any remarkable points of land, or other distinguishable objects, from the place where the Ship anchors, are to be inserted in the log-book: also the depth of water and nature of the bottom at her anchorage. Precautions to be taken on Anchoring.

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6.

Pilots taken on board for temporary service.

A Pilot when taken on board any one of Her Majesty's Ships for a temporary service, is to be borne on the books as a supernumerary for victuals, and to be discharged as soon as the service for which he was engaged is performed,—the Captain giving him a certificate according to the form in the Paymaster's Instructions, on which, (if on the home station) payment will be made to him by the Admiralty. If a Pilot be employed on any service requiring his permanent residence on board (in which case a special agreement is to be made by the Captain with him in writing, in the presence of a witness, specifying particularly the rate of pay to which he is to be entitled, which rate is to be certified to by competent persons residing at the place where the Pilot is engaged, as being the proper and usual rate for the services to be performed), he is to be borne as above, and paid by the Paymaster of the Ship, at the end of each month on the Captain's certificate, stating the whole of the service, &c., performed within the period.

For permanent service.

Payment on Certificates.

At those places abroad where payments on the certificates referred to cannot be made by a resident Naval Accountant Officer, or Consul, the Paymaster of the Ship is, under the authority of the Captain, to make the payment out of the contingent money in his charge, or, if he have not sufficient money in hand, by bill on the Accountant-General of the Navy, drawn in the usual manner, at seven days' sight. The Certificates may, if necessary, be given in duplicate or in triplicate, but in order to prevent more than one payment being made thereon, they must all be addressed to the same person or place, and be marked across with the word *Original, Duplicate*, or *Triplicate*, as the case may be; and when the sum to be paid depends upon special agreement, an attested copy of such agreement is to be attached to, and transmitted into office with the original voucher.

7.

Navigation of the Ship when Pilot is on board.

The Captain is to order everything that relates to the navigating of the Ship to be performed as the Pilot shall require; but, nevertheless, he and the Master are to attend particularly to his conduct; and if, from his or the Master's observations, he shall have reason to believe the Pilot not qualified to conduct the Ship, or that he is running her into danger, he is to remove him from his charge, and to take such measures for the safety of the Ship as circumstances may require, noting the time of the Pilot's being so removed in the Ship's log-book; and if the Ship be damaged at any time through the ignorance or negligence of the Pilot; but where a common degree of attention on the part of the Captain and Master would have prevented the disaster, those Officers will be deemed to have neglected their duty.

8.

Pilots, how to be treated and where to be entertained.

The Captain is to order a berth to be enclosed for the Pilot, in a situation convenient for his attending to his duty; and shall direct that he be furnished, during his stay on board, with a hammock and bedding; and shall see that he is treated with proper attention and respect. Pilots are to mess at the Ward-room table, or with the Warrant Officers, as the Captain may direct. Five shillings per diem will be allowed to the Ward-room mess, and three shillings and sixpence per

diem to the Warrant Officers' mess, for the entertainment of a Pilot; and payment of this allowance is to be made by the Paymaster, on the application of the Caterer of the mess, approved by the Captain.

Allowance for messing.

9.

No unlicensed Pilots are to be allowed to take charge of Her Majesty's Ships, except in cases of necessity, when licensed or regular Pilots cannot be obtained, and in such cases particular caution is to be observed by the Captain and Master to guard against such unlicensed Pilot running the Ship into danger.

Unlicensed Pilots.

Whenever it is found necessary to engage the services of any Fisherman or Boatman to pilot one of Her Majesty's Ships, or to render assistance in any other manner, the Captain is, before engaging such Fisherman or Boatman, to make an agreement with him in writing, or, if that be not possible under the circumstances, a verbal agreement, in the presence of a witness, specifying the sum to be paid for the service, and that it is in full of all demands. The agreement, when made in writing, should be signed both by the Captain and the person to be engaged, and, if the latter cannot sign his name, his mark should be attested by some person on board; the terms are to be noted in the Ship's log, and, if not in writing, to be specially reported to the Commander-in-chief or senior Officer.

Fishermen or Boatmen.

Agreement.

10.

A Pilot is not to be employed, except for ports, or channels which are difficult of access, or of which there are not charts on board,—or into which the Master declares he is not qualified to take the Ship. If the Master declines to take the Ship into a port which is easy of access, or for which the chart ought to be sufficient guide, the employment of a Pilot will be allowed on the first occasion, but the expense of any subsequent employment will be charged against the Master's pay. The Captain is to note on the certificate given to the Pilot in such cases the reason why the Master did not take charge. Her Majesty's Ships have the right to demand the services of any Trinity House or other Pilot not otherwise engaged at the time, but no Pilot can claim the right of piloting any Ship belonging to Her Majesty, unless the Officer in command of such Ship be of opinion that his services are necessary. If, however, the regulations of a foreign port require that a Pilot for a ship of war should be paid for, whether employed or not, the Captain, after ascertaining from the Consul that such is actually the case, is to conform with the regulations.

Employment of Pilots.

If Master declines to pilot Ship.

Services of Trinity House Pilots may be demanded; but no Pilot can, as a right, force his services on a Ship.

If regulations of a foreign port require payment to be made.

11.

When it may be found necessary to employ one Ship to tow another, only one Pilot is to be paid, except in extraordinary cases, the particulars of which are to be noted on the certificates; and the payment for pilotage will be made only to the Master or Pilot, of either of the ships, to whom the senior Officer shall think fit to give charge; and such Master or Pilot may be directed by the senior Officer to be in whichever Ship he may consider most advantageous under the circumstances of the service to be performed.

Payment of Pilotage when one Ship is towing another.

12

At places where there is a Naval Establishment in charge of a Superintendent, all applications for Pilots are to be made to that Officer.

Applications for Pilots.

13.

Master to be considered as the Pilot of the Ship.

Under ordinary circumstances the Master is to be considered as the Pilot of the Ship, and for his services in conducting her into ports, or through channels, which are neither easy of access, nor for which the charts are of themselves sufficient guide, he will be allowed such remuneration as the Admiralty may from time to time think fit to award, and the amount to be awarded will be determined by the considerations whether the Master saved the expense of a Pilot, and whether, in case he got his knowledge of the port by his own observations, he has sent to the Admiralty, in his Remark Book, the requisite information for the benefit of others. The pilotage certificates, granted by the Captain to the Master for services in his own ship, are to be sent into office with the Master's Annual Remark Book.

Payments to Master for piloting.

Certificates, when to be forwarded.

Limitation with regard to payment.

No Master will be paid for more than six times in and six times out, for any one port or channel, during one commission of a ship in which he may be serving. After the Master has visited any port six times, it is expected that he will undertake the pilotage as part of his ordinary duty.

Exception.

A Master is not limited as to the number of times he may claim for piloting other than his own ship into any one place, and such claims may be made immediately, and not kept back to be sent into office with his Remark Book.

List of places easy of access.

A list of the places which the Admiralty may from time to time consider so easy of access, or so sufficiently marked out on the charts, as to bar any claim for pilotage, will be inserted in future reprints of the "Admiralty Pilots." For those places it is expected that no Pilots should be required, and if the Captain finds it necessary to employ them, the Admiralty may direct the expense to be charged against the Master's pay.

Charge against Master's pay.

Steam vessels drawing less than 10 feet.

No pilotage allowances will be given except for rivers, nor, unless under very special circumstances, for any services performed in steam vessels drawing less than ten feet water.

Particulars to be stated on pilotage certificates to Master.

Every pilotage certificate given to a Master should state whether a Pilot was or was not borne during the time the service was performed; and, in the case of ports and harbours, whether the ship was taken into the place, or merely to the offing. In other cases, bearings should be given, in default of which no payment will be ordered to be made on the certificates.

Masters in command.

Certificates made out by Masters-Commanding, or other Officers, in their own favour, should be submitted for the approval of the Commander-in-chief.

Tenders.

Officers employed in Tenders on the Home Station, are in no case to be paid pilotage for going into or out of the port where the Ship to which such tenders are attached belongs.

14.

Deck log-books. *Appendix*, 92, 94.

Officers in charge of watches are to take care that every requisite notation is made in the deck log-book (Sea Service or Harbour Service, as the case may be), before they leave the deck, at the end of their respective watches; and the Captains will frequently inspect the deck log-books to ascertain that they are properly kept, and that the instructions issued with them are duly observed.

15.

As it is highly necessary that the position of Her Majesty's Ships

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should be correctly known at any moment of the night, the Captain is to direct, with a view to check the reckoning, that observations of the Moon, Planets, or Stars, be made in the course of each night watch (weather permitting), and more frequently when near the land or shoals, in order to determine the latitude; which observations are to be forthwith worked, and the result, with the time of observation, is to be noted in the deck log-book, for entry in the log-book. **Observations to be taken at night.**

16.

The Captain is to take upon himself the responsibility of personally ascertaining that all the Lieutenants, Sub-Lieutenants, Second Masters, and Subordinate Officers of the Military Branch, do, when their Ships are at sea, take the proper observations for ascertaining the latitude and longitude every day; and that, moreover, during their night watches, they carry into effect the directions contained in the preceding Article. But the attention of the Officer of the watch is not to be unduly occupied with these observations, to the possible detriment or neglect of the other important and responsible duties devolving upon him; and he is never to go below for the purpose of working out the result of such observations, unless properly relieved of the charge of the deck by another competent Officer. **Observations by day; by night. Officer of the watch.**

17.

Many of Her Majesty's Ships having been lost, and others placed in great danger, by Officers in command endeavouring to make the land, or to get into or to close with ports after dark, such Officers are required, instead of closing with the land or a port after nightfall, to stand off and on, or lay by until daylight shall enable them to approach with certainty and security. This order, however, is not to be considered as applying to such nights when, from the brightness of the moon, and clearness of the weather, there may be sufficient light to ensure perfect security for the Ship, notwithstanding any error in her supposed position, arising from currents or other causes; nor is the order required to be imperatively adhered to in cases of pressing importance which may justify the infraction thereof; but, under the latter circumstances, every possible precaution is to be taken by additional look-out and care, as well as by reduction of sail or steam, and by all other means of preventing accident in case of mistake as to the exact position of the Ship with reference to the land, or port, or adjacent rocks or shoals. **Making the land, or closing with ports after dark.**

18.

The Captain is to encourage the Lieutenants and Subordinate Officers to make themselves acquainted with the coasts and harbours which they visit, and triplicate copies of coasting charts will be furnished in all chart-boxes for their use. They are also to be allowed and encouraged to consult the Sailing Directions supplied by the Admiralty, of which duplicate copies for the special purpose will be provided in the chart-boxes. **Officers to be encouraged to study the charts, &c.**

19.

The following regulations respecting lights to be carried and used by sea-going vessels to prevent collision, are to be carefully attended to, and the Captain is to see that they are perfectly well understood by the Lieutenants, and all other Officers who may be required to act on them: **Lights to prevent collision.**

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I. Steam Vessels.

Steam Vessels under Steam.

All Sea-going Steam Vessels, when under Steam, shall, between sunset and sunrise, exhibit the following Lights:

A bright White Light at the Foremast Head.
A Green Light on the Starboard side.
A Red Light on the Port side.

Mast-head light.

The Mast-head light shall be so constructed as to be visible on a dark night, with a clear atmosphere, at a distance of at least five miles, and shall show an uniform and unbroken light over an arc of the horizon of twenty points of the compass, and it shall be so fixed as to throw the light ten points on each side of the ship—viz., from right ahead to two points abaft the beam on either side.

Side Lights.

The Green Light on the Starboard side, and the Red Light on the Port side, shall be so constructed as to be visible on a dark night, with a clear atmosphere, at a distance of at least two miles, and show an uniform and unbroken light over an arc of the horizon of ten points of the compass, and they shall be so fixed as to throw the light from right a-head to two points abaft the beam on the Starboard and on the Port sides respectively.

Fitting of side Lights.

The side Lights are to be fitted with inboard screens, projecting at least three feet forward from the light, so as to prevent the lights from being seen across the bow.

Steamers under sail only.

Steam vessels under sail only, are not to carry their mast-head Light.

Fog-Signals.

Fog Signals for Steamers with steam up;

All Sea-going Steam-Vessels, whether propelled by paddles or screws when their steam is up, and when under way, shall in all cases of Fog use as a Fog Signal a Steam Whistle, placed before the Funnel at not less than eight feet from the deck, which shall be sounded at least once every five minutes;

when steam is not up.

but when the steam is not up, they shall use a Fog Horn or Bell, as ordered for Sailing Ships.

II. Sailing Vessels.

Sailing Vessels under way.

All Sea-going Sailing Vessels when under way, or being towed, shall, between sunset and sunrise, exhibit a Green Light on the Starboard side, and a Red Light on the Port side of the vessel, and such Lights shall be so constructed as to be visible on a dark night, with a clear atmosphere, at a distance of at least two miles, and shall show an uniform and unbroken light over an arc of the horizon of ten points of the compass, from right a-head to two points abaft the beam on the Starboard and on the Port sides respectively.

Side Lights.

Fitting of side Lights.

The Coloured Lights shall be *fixed* whenever it is practicable so to exhibit them; and shall be fitted with inboard screens projecting at least three feet forward from the Light, so as to prevent the Lights being seen across the bow.

When they cannot be fixed.

When the Coloured Lights cannot be fixed (as in the case of small vessels in bad weather,) they shall be kept on deck between sunset and sunrise, and on their proper sides of the vessel, ready for instant exhibition, and shall be exhibited in such a manner as can be best seen on the approach of, or to, any other vessel or vessels, in sufficient time

to avoid collision, and so that the Green Light shall not be seen on the Port side, nor the Red Light on the Starboard side.

Fog Signals.

All Sea-going Sailing Vessels, when under way, shall, in all cases of Fog, use when on the Starboard Tack a Fog Horn, and when on the Port Tack shall Ring a Bell. These signals shall be sounded once at least every five minutes. Fog signals for Sailing Vessels.

III. Pilot Vessels.

Sailing Pilot Vessels are to carry only a White Light at the Mast-head, and are to exhibit a Flare-up Light every fifteen minutes, in accordance with Trinity House regulation. Pilot Vessels.

IV. Vessels at Anchor.

All Sea-going Vessels when at anchor in roadsteads or fairways, shall between sunset and sunrise exhibit, where it can best be seen, but at a height not exceeding twenty feet above the hull, a White Light in a Globular Lantern of eight inches in diameter, and so constructed as to show a clear, uniform, and unbroken light all round the horizon, at a distance of at least one mile. Light to be shown at anchor.

V.

The following Diagrams are intended to illustrate the use of the Lights carried by Vessels at Sea, and the manner in which they indicate to the vessel which sees them the position and description of the vessel which carries them :— Diagrams.

First.—When both Red and Green Lights are seen :

A sees a Red and Green Light ahead ;—A knows that a vessel is approaching her on a course directly opposite to her own, as B

If A sees a White Mast-head Light above the other two, she knows that B is a Steam Vessel.

Second.—When the Red, and not the Green Light, is seen :

A sees a Red Light ahead or on the bow ;—A knows that either,

1, a vessel is approaching her on her Port Bow, as B ;

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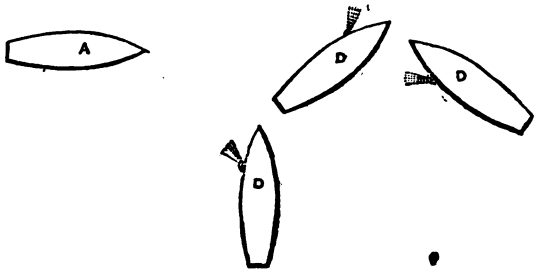
Diagrams. or, 2, a Vessel is crossing in some direction to Port, as D D D.



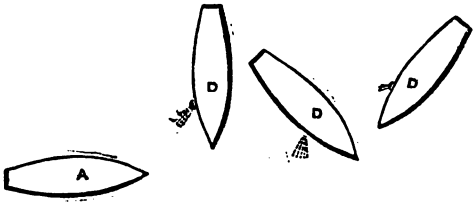
If A sees a White Mast-head Light above the Red Light, A knows that the vessel is a Steam Vessel, and is either approaching her in the same direction, as B, or is crossing to port in some direction, as D D D

THIRD.—When the Green, and not the Red Light is seen:

A sees a Green Light ahead or on the bow;—A knows that either,

1, a vessel is approaching her on the Starboard Bow, as B;

or, 2, a vessel is crossing in some direction to starboard, as D D D.



If A sees a White Mast-head Light above the Green Light A knows that the vessel is a Steam Vessel, and is either approaching her in the same direction as B, or is crossing to starboard in some direction, as D D D.

NOTE.—The foregoing Regulations (published in the *London Gazette*, March 9th, 1858,) are, in pursuance of the power and authority vested in the Admiralty by the 295th Section of the Act 17th and 18th Victoria, Chapter 104, Part IV., made applicable also to British Merchant Vessels.

20.

Ships meeting each other. Whenever any Ship, whether a Steam or Sailing Ship, proceeding in one direction, meets another Ship, whether a Steam or Sailing Ship,

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proceeding in another direction, so that if both Ships were to continue their respective courses, they would pass so near as to involve any risk of a collision, the helms of both Ships shall be put to port so as to pass on the port side of each other, and this rule shall be obeyed by all Steam Ships and by all Sailing Ships, whether on the port or starboard tack, and whether close-hauled or not, unless the circumstances of the case are such as to render a departure from the rule necessary in order to avoid immediate danger, and subject also to the proviso that due regard shall be had to the dangers of navigation, and, as regards Sailing Ships on the starboard tack close-hauled, to the keeping such Ships under command.*

21.

Every Steam Ship, when navigating any narrow channel, shall, whenever it is safe and practicable, keep to that side of the fair-way or mid-channel which lies on the starboard side of such Steam Ship.* Steam Ships navigating narrow channels.

22.

The attention of the Captains and Masters of Her Majesty's Ships is called to the necessity of constantly watching the deviation of the compasses, caused by the attraction of the iron in Ships, especially in Steam Ships, and more particularly in those constructed of iron, experience having shown that large errors are caused thereby, which not only vary in degree when approaching the magnetic equator, but in many instances when passing to the southward of it, requiring the correction for error to be applied in a contrary direction to that previously ascertained. With the view of guarding against the dangers arising from the above cause, the following directions are to be observed:— Deviation of the Compasses.

I. No iron of any kind is to be placed nor suffered to remain within the distance of seven feet of the Binnacle or Standard Compasses, when it is practicable, according to the size and construction of the vessel, to remove it; and mixed metal, or copper, is to be substituted for iron in the bolts, keys, and dowels, in the scarphs of beams, coamings and head-ledges, and also the hoops of the gaffs and booms, and belaying pins, which come within the distance of seven feet of the Compasses. Directions to be observed.

II. The Spindles and Knees of the Steering Wheels which come within the distance of seven feet of the Compasses, are also to be of mixed metal.

III. Iron Tillers which work forward from the rudder-head are not to range within seven feet of the Compasses, and in vessels which have Iron Tillers working abaft the rudder-head, the Binnacles are to be placed as far forward from the wheel as may be convenient for the helmsman to steer by.

IV. The Boat's Iron Davits are to be placed as far as may be practicable and convenient from the Compasses.

V. All vertical Iron Stanchions, such as those for the support of the Deck, or for the Awnings, &c., and likewise the Armstands, are to be kept beyond the distance of FOURTEEN FEET from the Compasses in use, so far as the size of the vessel will admit.

VI. The Binnacles for the steering Compasses are to be constructed

* Vide Act 17th and 18th Victoria, Chapter 104, Sections 296 and 297.

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upon a given plan, with tops made to take off, and in order to prevent improper materials from being deposited therein, they are not to be fitted with doors.

VII. As the vicinity of the Compasses when the Binnacles are too close together, has been found materially to affect their accuracy, in all Ships where there are two Binnacles they are to be separated as much as the diameter of the wheel will permit, and so as the helms-man may see the Compass conveniently; but in no case are they to be allowed to be nearer than four feet six inches.

VIII. For the better preservation of the Compasses, in every Ship a closet is constructed in a dry place, sufficiently large for the reception of the Ship's establishment of Compasses, and it is to be appropriated to that purpose *exclusively*, the key being kept by the Master; and in order that the spare Compass cards may never be kept with poles of the same nearest to each other, cases are supplied which will prevent the possibility of their being packed improperly.

Appendix, 55. IX. All Ships are to be swung before sailing from the port where they fit out, and subsequently once in each year, for the purpose of ascertaining the errors of the Compasses, also immediately on their arrival on a Foreign Station; or if there has been any great change in the Ship's geographical position since the errors were last observed.

X. Azimuth and amplitude observations are also to be taken at sea, for the same purpose, as pointed out in the practical rules supplied to Her Majesty's Ships, for the guidance of Officers.

Appendix. 55. XI. Whenever Ships are swung, or observations are taken at sea, a notation of the circumstance, and of the amount of error, is to be inserted in the Ship's Log and Remark Books, and a return of the local attraction of the Ship is to be transmitted to the Admiralty every year, on the 31st December.

XII. It is always to be stated in the Returns, if the Compasses have been corrected by Magnets.

Notice for swinging Ship. At the Home Ports, four days' notice in writing is to be given by the Captain to the Commander-in-chief, of the time when the Ship will be ready to be swung to ascertain the errors of the Compasses.

23.

Removal of Standard Compass. Whenever it shall be found necessary to move the Standard Compass to or from the shore, or from Ship to Ship, it is always to be done in the presence of the Master, or some other commission Officer, and the same when it is drawn from, or returned to, the Dock-yard; and, in the latter case, a certificate of the condition in which it is returned is to be given by the Officer of the yard directed to have charge of them, and a copy of such certificate is to be forwarded by the Captain to the Admiralty.

Certificate on its being returned.

24.

Meteorological observations. Her Majesty's Government having undertaken to promote and take part in an extended system of Meteorological observations at Sea, and having caused the requisite instruments, forms of register, and instructions, to be provided and placed at the principal Seaports of the United Kingdom, for the use of the Mercantile Marine; the Captains of Her Majesty's Ships are to co-operate in this undertaking whenever, and as

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far as, their respective opportunities and means will admit, taking care that the Officers in charge of watches note the height of the barometer and thermometer, and the temperature of the sea, at the hours specified in the following Article.

Standard Barometers, and tested Thermometers, will be supplied from Her Majesty's Dock-yards in the usual manner, on demand. Printed Registers, with the necessary instructions, will also be supplied, on demand, to any Officer who may feel disposed to record the meteorological observations with greater minuteness than is imperatively required; and such Registers are to be forwarded to the Secretary of the Admiralty, at the end of each year, by the Officer who kept them. Instruments and Books.

25.

The barometer, sympiezometer, or aneroid supplied, is to be carefully suspended in some secure and accessible part of the Ship, and the height of the mercury therein, and in the attached thermometer, correctly observed and registered in the log every day at the hours of 4, 8, and 12 A.M., and P.M. Barometer and thermometer to be registered.

And as there are occasionally conditions of weather, not only in the hurricane regions, but in the most tranquil seas, when a knowledge of the various movements of the barometer may become of great value, on these occasions additional observations are to be made, and recorded, with such particulars of the corresponding changes in the wind, as well as of any remarkable appearances, in the weather, as may seem to indicate any connexion between them. Additional record in bad weather.

The part of the Ship where the Barometer is suspended, must be stated in the beginning of the log-book.

26.

A few days before leaving harbour, the Master of a Ship newly commissioned is to demand the Chronometers allowed; and is also to make a separate demand for a Barometer, and such instruments (to be specified) as it may be customary from time to time for the Admiralty to furnish to Her Majesty's Ships for nautical purposes. Chronometers, and other things to be demanded for nautical purposes.

27.

As soon as the destination of the Ship is known, the Master is to demand such Charts as may be required, according to the station on which the Ship is to be employed. Charts to be demanded.

28.

Sets of Charts, arranged for the different Stations, and packed in boxes, are lodged with the Superintendents of the several home Dock-yards, for the purpose of being issued to Her Majesty's Ships on demand; and every Officer, on receiving a box of such Charts, is to attend to the following regulations:— Examination of Chart boxes.

He is to see that the Charts, Books, &c., contained in the box, correspond with the list thereon, a receipt for which he is to give, noting in it the marks and numbers on the box; and upon the issue of a box of Charts to him, for any particular Station, he is to deliver to the Superintendent any box or boxes of Charts, which he may have received for any other Station, unless particularly directed to be supplied with them in addition.

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29.

New or corrected Charts.

As, from time to time, new or corrected Charts are supplied, they are at once to be put into their respective places in the Chart box, and the cancelled Chart is to be returned to the Admiral's office, if abroad, or to the Superintendent's office, if at home.

30.

Notices relative to Navigation.

The Masters and Second Masters of Her Majesty's Ships, before proceeding to sea, are to consider it their special duty to make themselves acquainted with, and to bring to the knowledge of their respective Captains, the notices issued from time to time from the Hydrographic Office of the Admiralty, and from the Trinity House, relative to navigation. At the Home Ports these notices will be kept for reference on board the Flag Ships of the Commanders-in-chief.

31.

Hydrographic notices to be inserted in Charts.

When a Hydrographic notice of a newly-discovered shoal, or rock, or other danger, or a Notice to Mariners of a new or altered light, buoy, beacon, or land mark, is received on board, the Master, is at once to insert it, in red ink, in all the Charts to which it refers (these being always enumerated at the foot of the notice), and to note the same in the Sailing Directions, reporting to the Captain that he has so done.

32.

On passing a Light.

On passing a Light, the Master is to compare it with the Admiralty list of Lights, and if it should not agree with the description there given of it, or if the Light be inefficient, he is to make a report thereof, in writing, to the Captain, who will, by the first opportunity, transmit the report to the Commander-in-chief under whom he is serving, for the information of the Admiralty.

33.

Surveys to be taken.

When opportunities offer, the Captain is to cause surveys to be taken, and charts to be made, of the harbours and coasts he visits, by the Master or other qualified Officer, to whom every facility for this purpose is to be given, and who are always to affix their signatures to their drawings and remarks. Such surveys are to be noted in the Remark Book.

Foreign places.

In executing the foregoing instructions in foreign places, the Captain and all other Officers are to be very careful to avoid giving any ground of offence to the Authorities.

34.

Hire of Steam Tugs.

When it may be absolutely necessary to hire a Steam Tug to assist one of Her Majesty's Ships in or out of Harbour, or to tow such Ship from one place to another, and there may not be time to report the same for the previous authority of the Admiralty, a separate agreement, in writing, is to be made in each case, with the permission of the Commander-in-chief, or senior Officer present, and the terms are to be immediately reported to the Secretary of the Admiralty (care being taken that the charges are not higher than the custom and the regulation of the Port may sanction), together with a statement of the circumstances which rendered it necessary to employ such Steam Tug.

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35.

When the Ship is at sea, and as often as he may deem it requisite in harbour, the Captain is to leave his orders for the night, in the book supplied for that purpose. And he is frequently to examine the deck log-books, to ascertain that the Officers in their respective watches enter with accuracy, and according to the instructions on that head, all the particulars proper to be recorded.

Night Orders. *Appendix*, 96.

Deck Logs. *Appendix*, 92, 94.

36.

Whenever a ship shall be ordered to be paid off, or the Captain may be removed, or whenever a Master shall be discharged therefrom, a special report, in duplicate, of the professional qualifications of such Officer is to be made by the Captain to the Admiralty, to be classed under the following heads:

Report on the qualifications of the Master.

I. As to his general skill in Navigation. II. As to the zeal or aptitude which has been shown by him in making himself acquainted with the pilotage of foreign coasts and harbours. III. As to his proficiency in chronometrical, lunar, and other astronomical observations. IV. As to the attention he has given to the various systems of winds, currents, &c. V. As to the particular coasts with which he is best acquainted. VI. As to the Captain's opinion of the general trustworthiness of the Master as a pilot.

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Chapter XX.

SHIPS FITTED WITH STEAM MACHINERY.

1.

Captain's duty on appointment.

When a Captain or other Officer is first appointed to the command of a Ship fitted with steam machinery, he is to use all possible diligence in making himself acquainted with the principles and construction of the boilers and engines, and the uses of their various parts; he is also to ascertain the age of the boilers and engines, and the nature and date of any extensive repair they may have received; and he is to obtain such other information as may be calculated to make him thoroughly acquainted with the history and capabilities of the machinery.

2.

External valves.

Officers in command are, when their Ships are fitting out, to make themselves acquainted with the position, dimensions, and uses of the external valves, more especially of those under water, and the Superintendent of the Dockyard will, on application, furnish any information on the subject that may be required.

3.

Precautions against spontaneous combustion.

To prevent accidents by fire from spontaneous combustion of coals, the Captain is, when fitting out, to see that the whole of the woodwork of the coal-boxes, whether it form part of the side of the Ship, or otherwise, be securely lined with iron or copper sheathing. He is to order the greatest care to be taken that the coals are never shipped wet; and that, when shipped, they be kept as dry as possible.

Fresh supplies.

Whenever a fresh supply is received on board, he is to give directions that those remaining in the coal-boxes be, as far as may be practicable, so trimmed as to ensure their being first used.

4.

Spare gear to be taken on board.

The Captain is, when leaving the port at which the Ship, under his command has been fitted out, to take with him every article of spare gear belonging to her establishment. If any article be accidentally left behind, he is to report the same to the Secretary of the Admiralty, for the information of the Storekeeper-General.

5.

Cleaning boilers.

Whenever the Chief or senior Engineer may report to the Captain the necessity of removing the incrustation and deposits which form in the interior of boilers after service under steam, the Captain is to allow the necessary time for performing this work.

6.

As a considerable saving in the consumption of fuel may frequently be effected by reducing the engine power, so as not materially to

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diminish the speed of the Ship, the Captain is to make himself acquainted with the principle and effect of the expansion of steam — observing that the expansion gear should at all times be employed when the engines are not worked up to their full power. Expansion of steam.

In order to ascertain the capabilities of the Ship under his command, he is, as soon as he proceeds to sea, to make careful and repeated trials of using the steam expansively under every variety of wind and weather, draught of water, and other circumstances, so as to be at all times enabled to apply the principle of expansion according to the nature of the service on which he may be engaged, and to calculate with accuracy the number of days and hours the Ship can be under steam (according to the different steps of the cam, or other means of gradation, at which the steam can be cut off) without being obliged to put into port for a fresh supply of fuel. Trial of Ship under steam.

7.

Except for the experiments ordered in the foregoing Article (and which will be necessary only when the information required cannot be obtained from reports of the performances and capabilities of the Ship on former occasions) the Captain is most carefully to avoid getting up, or keeping up, the steam in any case where the use of sails alone would enable him to perform, in a satisfactory manner, the duty on which he is engaged. For the slightest neglect of this part of his instructions,—a neglect which might perhaps cripple the resources of his Ship at the very time that her services may be most urgently required,—he will be held responsible. The engine-room fires are not to be lighted, without the permission of the senior Officer present, except in cases of emergency or danger, where such senior Officer cannot be conveniently communicated with by signal or otherwise. Use of steam power to be avoided as much as possible. Fires not to be lighted without permission.

8.

The Ships of Her Majesty's Navy being now generally fitted with steam machinery, and liable of course to perform long voyages, and to be engaged in distant parts of the world where fuel is expensive and difficult to be obtained, it has become a matter of the utmost importance that Officers in command should give their best attention to, and thoroughly understand, the most economical and efficacious modes of using steam either as a principal or an auxiliary power of propulsion, whenever occasion may require them to have recourse to it. Economy of fuel.

Instances have occurred in which ships have been improperly forced head to wind by the full power of steam, and have expended all their store of fuel before the end of the voyage, whereas if sail and a moderate power of steam had been used, not only would a saving of fuel have been effected, and the voyage performed in less time, and with less wear and tear, but the delay and other evils incident on putting into port to obtain a fresh supply would have been avoided. From the experience obtained of late years in the management of steam ships, especially of those propelled by the screw, it is to be hoped that no such instances will occur for the future; but with regard to the use of sail, either with or without the aid of steam, or the power at which the engines are to be worked under certain circumstances, it is impossible Forcing Ship. Use of sail.

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to lay down precise rules; each Officer must be guided by his own judgment in these matters, remembering that he must be prepared to justify every expenditure of fuel for steaming purposes, should he be called upon to do so. His judgment will necessarily be based upon a consideration of the urgency and nature of the service to be performed, of the wind and weather, as well as of the difficulty of the navigation, and of the sailing and other qualities of the Ship; but he is to take care,—1st, that steam be never used at all when the service can be equally or nearly as well performed without it.—2ndly, that sail be never dispensed with when it can be usefully employed to assist the steam,—and 3rdly, that *full* steam power be not employed when reduced power would answer the purpose required.

9.

Ships ordered home not to take in more coal than is required for the passage.

Officers in command of Ships ordered home from abroad are to be careful not to take on board any more fuel than may probably be required for the passage; if they have more on board at the time than will suffice, the surplus quantity is to be landed at one of the Admiralty depôts, or transferred to one of Her Majesty's Steam Ships, provided the nature of the service on which they are employed will admit of their doing so without causing any material delay.

10.

Contracts for coals.

Appendix 129.

Quality of coal.

Appendix, 67.

A list of places abroad where coals may be obtained from established depôts, or under local contracts or agreements, is inserted in the Appendix for the information of Commanding Officers. A half-yearly return is to be made by the respective Captains, relative to the quality, &c., of the coals supplied for steaming purposes;—they are to make themselves acquainted with the terms of the contracts, (copies of which will be lodged with the Officers in charge of depôts,) and to report to the Admiralty, through their Commanders-in-chief, any infractions that may come under their notice with respect to such contracts.

11.

When steam is used to be noted in log-book, and upon track charts in red ink.

Whenever steam is used, the Captain is to cause a notification, underlined with red ink, to be inserted in the log-book, of the service on which the Ship is employed, or of the emergency of the occasion, which rendered it necessary to have recourse to that power; he is also to cause the distance performed under steam to be marked upon the track chart in red ink; and on every occasion of his rejoining his Commander-in-chief or senior Officer, after having been detached from him on any service, he is to make a return to such Commander-in-chief or senior Officer, showing the time, &c., during which the Ship has been under steam.

12.

Stokers not to be called out of the engine-room when under steam.

The Stokers are not to be called out of the engine-room when the Ship is under steam, except in cases of actual necessity. In all such cases the order is to be given through the senior Engineer on duty at the time, so that he may take such precautions as may be necessary.

13.

Defective machinery

When a Steam Ship puts into any port on account of defective machinery, the Captain is to require the senior Engineer Officer on

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board to state, in writing, the reasons which may have rendered such a step necessary, instead of making the requisite repairs at sea; and the Engineer's statement is to be appended to the list of defects for the information of the senior Officer at the port at which the Ship arrives, who is to transmit these documents, with any remarks he may have to offer thereon, to the Commander-in-chief of the Station or Squadron, by whom, in special cases, they are to be forwarded to the Secretary of the Admiralty.

requiring Ship to go into port.

14.

Whenever the nature of the service on which a Steam Ship may be employed is not likely to require the steam to be got up in the shortest possible time, the fires are not to be kept banked after steaming, but to be drawn when the engines are no longer required, and the ashes are to be used for distillation.

Fires not to be kept banked.

Ashes to be used.

15.

To prevent the injury sustained by boilers by getting up the steam as quickly as possible, the Captain, except in cases of extreme urgency, is to cause the fires to be lighted sufficiently early to allow the several parts to become gradually heated.

Steam not to be got up quickly, except in urgent cases.

16.

The Captain of any one of Her Majesty's Steam Ships fitted with the necessary apparatus for the purpose, is to cause the screw to be raised at least once a-month, or after steaming a distance of two thousand miles, and the result of the examination is to be inserted in the engine-room register, and in the quarterly report of the state of the engines. Whenever there are surfaces of iron exposed to the action of the water, the screw should be kept shipped, and not suspended in the trunk; but if there should appear to be any particular reason to justify a deviation from this course, the screw is to be lowered at least once a-month, and turned round by the turning gear, to ascertain that the fittings are in all respects in working order, when the result, and the particular circumstances that rendered it desirable to keep the screw unshipped, are to be recorded in the register and periodical return before mentioned.

Screw to be raised once a month.

To be lowered.

17.

Her Majesty's Steam Ships being now fitted with every convenience for the purpose, the Stokers, before coming off duty in the engine-room, are to be required to wash themselves properly, and to put on dry and clean clothes, and they are not to be allowed to return to their messes, or to go to bed, without doing so. After each watch they are to be mustered on deck by the junior Engineer who was on duty with them, and he is to report their condition to the Officer of the watch. The Officer of the watch is then to inspect them, and to satisfy himself that this instruction,—on the due observance of which the health and comfort of the men so much depend,—has been as fully attended to as the circumstances of the moment will admit of.

Stokers after coming off duty to be mustered by junior Engineer of the watch.

To be inspected by the Officer of the watch.

18.

Coal screens, which are included in the establishment for Engineers' stores, will be supplied to Steam Ships from the Dock-yards, and sails are on no account to be used for that purpose.

Sails not to be used as coal screens.

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19.

Care to be taken to prevent things falling on the machinery.

The attention of all Officers is called to the liability to injury to which the machinery is exposed by anything falling thereon when the parts are in motion. Whenever the hatch immediately over the engines is left open, care is to be taken that the lower hatch be never left uncovered by the iron gratings; and should any additional precaution be necessary, the spaces between the bars of the gratings are to be interlaced with wire, or some other effectual means adopted to prevent even small things falling on the machinery.

20.

Quarterly report of the state of the hull and machinery to be carefully filled up.

Appendix, 76.

The Captain is to be very careful that the quarterly report of the state of the hull and machinery contains all the information required in the form; and as it is most desirable that specific information should be given of the probable time during which the efficient working of the machinery and boilers may be depended on without having recourse to a shore establishment for repairs, the word *uncertain* is on no account to be used with regard to such particulars, but the closest approximation is to be made that the Captain's knowledge, after consulting the Chief Engineer, will admit of. If the time be dependent on accidental circumstances, such explanation should be added as may enable the Admiralty to draw their own conclusions.

Expenditure of stores to be correctly inserted.

The Expenditure of Engineers' stores is to be correctly inserted, and a separate statement made of all coals, oil, tallow, &c., supplied to other Ships, or for other purposes than the machinery or boilers.

21.

Examination of machinery and boilers to be made annually.

Appendix, 59.

The Officer in command of a Steam Ship is to cause a careful examination of the machinery and boilers to be made at intervals of not more than one year; and a special report is to be forwarded to the Admiralty, for the Surveyor of the Navy, through the Commander-in-chief, of the result of the examination.

22.

On an Engineer being superseded a report to be made of the state of the machinery and boilers.

Appendix, 59.

If impracticable at the time.

When one Engineer relieves another in the charge of the machinery of a Ship, the Captain is to apply to the senior Officer present to order a Chief or other competent Engineer of some other Ship to examine the engines and boilers, and all parts of the machinery, and to make, with the Engineer taking charge, a joint report of their condition. This report is to be retained by the Captain, a duplicate copy of it being appended to the next quarterly return of the state of the hull and machinery.

In the event of circumstances rendering it impracticable to make the examination at the time the Engineer is placed in charge, a report is to be made by the Captain to the Admiralty to that effect; but he is to see that the foregoing regulations be complied with as soon as the exigencies of the service will admit.

23.

Chief Engineer to instruct Officers in the practical working of the machinery, &c.

The Captain will cause the Chief Engineer to devote one or two hours in the course of each week to the instruction of all the Subordinate Officers of the Military Branch, and of such of the Commission Officers of the same branch as may desire to avail themselves of this advantage, in the several parts of the engines and boilers, and in the

practical working of the machinery; he will, from time to time, ascertain from the Chief Engineer the progress made by the Officers in this important branch of knowledge, and, with regard to the subordinate Officers, he is to note the result of his inquiries in the half-yearly return of their qualifications.

24.

The Captain is to visit the engine-room once at least in every twenty-four hours; and he is to inspect the engine-room register every day soon after noon, taking care to observe that, not only all the information denoted by the heading of the several columns, but likewise every other circumstance connected with the machinery, &c., of interest to steam navigation in general, or especially affecting his own Ship, be fully and properly recorded. The register, when complete, is to be signed by the Captain, and forwarded by him to the Secretary of the Admiralty, for the Controller of the Navy.

Engine room and register to be inspected daily.

Appendix, 128.

25.

The attention of the Captain and Engineer Officers is directed to the Memorandum in the opening page of the Establishment of Engineers' Stores for each class of Ship, explaining the principles on which the allowances of consumable stores have been calculated, and showing the daily expenditure which is considered sufficient for each class of engine under ordinary circumstances, especially as regards the articles of oil, tallow, and oakum. The quantities of the articles specified, as given in the Tables, are to be taken as the guide for daily consumption: and in the event of such quantities being exceeded, an explanatory note is to be entered in the Engine Room Register.

Daily expenditure of oil, tallow, and oakum.

A competent person is to be selected by the Captain from the complement of Leading Stokers or Stokers, to be especially appropriated, and to be held responsible, under the Chief Engineer, for the periodical issue of Engineer's Stores; and such Leading Stoker or Stoker is to receive the proper pay of his rating, beneath which, on the Ship's Books, he is to be noted as "Engine Room Storekeeper."

"Engine Room Storekeeper."

26.

Immediately after a Ship fitted with Steam Machinery shall be paid-off, a very minute and careful survey shall be held on every part of her machinery and boilers by the Chief Engineer of the Dockyard, the Inspector of Machinery afloat, and the Chief Engineer of the Ship, presided over by the Captain in charge of the Steam Reserve. A report of this Survey, in duplicate, is to be made, through the Superintendent of the Dockyard, to the Secretary of the Admiralty, for the Controller of the Navy, in the established form; and it is to be observed, that the Chief Engineer of the Ship certifies only to that part of the report which relates to the repairs or alterations necessary, or recommended, in the Machinery or Boilers.

Survey on the machinery and boilers on the Ship being paid off.

Until the Survey above referred to shall have been held, the Chief Engineer of the Ship is to be borne for full or sea pay on the books of the Guard Ship of the Steam Reserve.

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CHAPTER XXI.

TROOP SHIPS.

1.

Maintenance of discipline.

When any one of Her Majesty's Ships shall be fitted as a Troop Ship, the Officer placed in command of such Ship is to understand that, although the discipline of the Ship, as well as regards the Troops and their Officers while on board, as the Seamen and the Ship's Officers, is to be under his entire control, he is, nevertheless, to leave the Troops to the management of their own Officers, as far as may be consistently allowed; but no Military Court Martial is to be held on board, nor is corporal punishment to be inflicted, except under his own authority and order; and on which subject he is to be guided by the Instructions contained in Chapter XV, section II, at page 134.

2.

Inspection before Troops are embarked.

Before each embarkation of Troops, the senior Naval Officer present is either to go himself, or to send one of the senior Captains, to visit the Ship to report, for his information, whether she is clean above and below, and in all respects ready for the reception of the Troops. Application is to be made to the senior Military Officer present for a Military Officer to assist at this inspection.

Preparation for embarkation of Troops.

On receiving directions to embark Troops, the Commander of the Ship is to make every preparation for their embarkation, that the proper berths may be assigned for them, and a convenient place allotted for their baggage on their reaching the Ship, and confusion thereby prevented.

List of Officers, Men, Women, and Children to be embarked.

He is to procure from the commanding Officer of the Troops a return of the number of Officers and Men in the detachment, that no delay may take place in the issue of their provisions. He is, in like manner, to obtain a separate return of the Women and Children authorized to accompany the detachment; observing that, except on receiving special orders to the contrary from the Admiralty or a senior Officer, or if abroad, where there is no Naval Officer, a requisition from the Military Commandant, no more women than the proportion of 6 to every 100 men (exclusive of the Officers' Wives and Daughters, and their female Servants, for whose embarkation authority is also to be obtained) are to be taken on board, unless the Troops are to proceed to or from the East Indies or Australia, in which case the number of women to be allowed to be embarked is to be 12 to every 100 men.

3.

Number of Troops to be embarked.

Appendix, 122.

The number of Troops to be embarked will depend on the accommodation of the Ship, and will be fixed by survey to be held by Naval and Military Officers.

4.

Accommodation of Troops.

All Troops are to be accommodated below when the passage exceeds three weeks' duration, also during the winter months; but when a Regiment is to be embarked, it is not intended strictly to limit the actual number of persons in accordance with the foregoing survey, and by so doing to leave some few men behind, when accommodation can be

found in the Ship without causing the Troops to be crowded. A watch should be always on deck, of one quarter or one-third of the men taken from each mess.

5.

The cabins of the Military Officers and ladies are to be fitted for their reception; crockery and glass are to be demanded from the Dock-yard; and a bed, pillow, and two blankets for each person, and swinging lamps are to be demanded from the Victualling-yard. **Fittings of cabins.**

6.

The Mess place for the Military Officers is also to be furnished with chairs, crockery, glass, linen, knives, forks, lamps, cooking utensils, &c., on demands to be made upon the Dock-yard. All these, and the foregoing stores, are to be in the charge of the Paymaster. All breakages must be paid for by the Military Officers to the Paymaster of the Ship monthly, and debited in his cash accounts—a certificate of the amounts approved by the Captain, being produced as a voucher. **Mess place for Military Officers.** **Breakages.**

7.

The Paymaster is to exercise a supervision and control over the Military Mess, for which he will receive £50 per annum. He is to enter a Military Mess Steward, Assistant Steward, and Cook, for the special service of the Military Officers, subject to the approval of the Captain. **Paymaster to control Military Mess.**

8.

The Military Steward is to be responsible, under the Paymaster, for the Mess arrangements of the Military Officers; and will be required, before he is entered, to give security to the Paymaster to the amount of £100. **Military Steward.**

9.

The Steward is to keep regular accounts of the sums received and expended by him for providing the Military Mess, also a Stock Account, which accounts are, at least once a month, to be examined and certified by the Paymaster, after comparison with the requisite vouchers; and the Paymaster is to be held responsible that all supplies received on board for the Military Mess are of proper quality and fit for the service, as required by Art. 12, and that all have been duly paid for by the Steward, to whom he is to make such advances, on the authority of the Captain, out of his public money, as may be required to provide the necessary stock; such advances to be abated from the payments made to the Steward on the Mess certificates, under Article 14. **Accounts of receipt and expenditure of Military Mess to be kept.**

A survey is to be held quarterly upon the Stores belonging to the Steward, provided for the Military Mess, and a statement showing the value of the stock in hand, is to be transmitted to the Accountant-General.

10.

No fees are to be paid by the Military Officers on account of attendance. **No fees to be paid.**

11.

The annual pay of the Military Servants will be as follows, to be paid quarterly, by the Paymaster, on the approval of the Captain, if the duties have been performed in a satisfactory manner, in addition to their pay as non-continuous service Able Seamen:— **Pay of Military Servants.**

Military Mess Steward	£60
Military Cook....	20
Assistant Military Mess Steward... ...	15

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Regulations for Mess.

12.

The Steward is to provide a Mess for the Military Officers, ladies, and their children, in accordance with the following regulations:—

This Mess is to consist of breakfast, a light luncheon, dinner, and tea, with a suitable and well-kept table, liberally and amply supplied with articles of the best description and quality, to include live stock, fresh and preserved provisions, and a pint bottle of ale or beer, with a pint of good wine (port, sherry, or other good white wine) per day for each Officer.

Daily subscription.

13.

For each Officer so messed, the sum of 7*s.* 6*d.* per day will be allowed to the Steward.

Ladies are to be charged 5*s.*; Children, between seven and sixteen years of age, 2*s.* 6*d.*; under seven years, 2*s.*; and 2*s.* a day for each female servant; but no charge is to be made for children under one year of age.

Certificate of Officers messed to be made out monthly.

14.

The Captain will authorise the Steward to be paid at the end of every month, by the Paymaster of the Ship, the above allowance of 7*s.* 6*d.* a day for each Officer messed, upon the production of the certificate of Mess,* duly signed, and of a certificate by the Paymaster that he has examined the Steward's accounts, for the period of such mess

* FORM OF MESS CERTIFICATE.

Date _____ 18 ____

We certify, That a good and sufficient Mess has been provided for us during the period undermentioned, in every respect, according to the conditions of the Admiralty Regulations; and that the requisite supplies of Medical Comforts, Articles for use at Table, Fuel, Light, and Necessaries, were likewise provided for our use.

Rank or Description.	Officer's Names.	Regiment, &c.	Period inclusive.		Remarks.
			From	To	

Approved _____ *Military Commanding Officer.*

Approved _____ *Captain of the Ship.*

* This Certificate will not be admitted for payment unless the several columns are properly filled up. The period during which any person may not have been Messed, between the above dates, in consequence of absence from the Ship, or other Causes, is to be noted in the column of Remarks.

Note.—A Copy of this Certificate is to be given to the senior Officer of each separate Regiment on discharge from the Ship.

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certificate, and found them correct, and that he has satisfied himself that all the supplies have been duly paid for, and Article 9 otherwise complied with. Such certificates and authority by the Captain are to be transmitted to the Accountant-General of the Navy, attached to the Steward's receipt for the amount paid thereon, as vouchers to the Paymaster's cash accounts; and any advances made to the Steward to purchase supplies under Article 9 are to be abated on making such payments.

15

Mode of payment.

The contributions towards the Officers' messing will be repaid to the Admiralty through the War Department, and no money is ever to be claimed on board from any Officer as contribution towards his mess; but Officers with wives and families are to pay for them to the Steward at the end of every month, at the rates stated in Article 13. All extras beyond the regulated allowance (Article 12), whether to Officers or their wives and families, are to be paid for by the Officers, to the Steward, monthly. The Steward's bills for the messing of Officers' wives and families and for extras should be examined and approved by the Paymaster before payment.

Steward's bills for extras.

16.

Bedding to be provided.

Each Non-commissioned Officer and Private is to be furnished with a hammock, properly marked and slung; also two blankets.

The bed places in the women's berths are each to be furnished with a bed and pillow, and each woman is to be allowed two blankets, and each child under ten years of age one blanket.

17.

Scale of Victualling.

All persons borne on the books, *except Military Officers, their wives and families*, are to be victualled in accordance with the scale in Article 1, at page 197; but tea may be substituted for chocolate at breakfast, if the troops should prefer it, and the commanding Officer of the Troops has no objection.

18.

Mess utensils.

A demand is to be made on the Victualling-yard for the mess utensils required for the troops, in accordance with the scale given in the Paymaster's Instructions.

19.

Articles supplied for the use of the Troops.

All articles supplied for the use of the troops are to be placed under the charge of the Military Quartermaster, as pointed out in the Paymaster's Instructions, and to be again taken from his charge before the disembarkation.

20.

Soldiers employed as stokers.

When soldiers are employed as stokers, they are to be paid 1*s.* per day extra pay.

21.

Cook to be selected for the Troops.

When there is a separate cooking galley for the use of the troops, a seaman is to be selected from the complement to act as cook for the troops, who, for performing this duty, will be paid, under the authority of the Captain, the cooking allowance for a fifth rate, for the period of

time the troops are embarked, in addition to the pay of his rating. The Ship's cook is to be paid the allowance according to the rate of the Ship, unless he shall cook for the troops, when he is to be paid the cooking allowance for a fourth rate.

22.

Allowance to Ship's Steward.

The Ship's Steward is to be paid victualling store allowance, as for a fifth rate; and also the troop allowance of 3*d.* per diem for every 50 Military Officers and troops borne or victualled, but not for women or children, or for any lower number, unless there be within 10 of 50, which is allowed as a limit; and this allowance is to be paid upon a certificate by the Captain, showing the numbers borne or victualled each day, to be attached to the receipt for payment.

23.

Allowance of water.

In long voyages, the allowance of water is to be three imperial quarts per man per day.

24.

Quantity of baggage and stores allowed to be embarked.

The quantity of baggage and stores allowed to be embarked with Troops, is to be regulated by the following scale, namely:—

1.—Staff.	Limit of weight allowed.	To be so packed as not to exceed in admeasurement.
	cwt.	cubic feet.
Brigadier-General	30	150
Colonel on the Staff	26	130
Adjutant-General, or Quartermaster-General, when not a General Officer	30	150
Deputy Adjutant-General, or Deputy Quartermaster-General ...	24	120
Assistant Adjutant-General, or Assistant Quartermaster-General ...	20	100
Deputy Assistant Adjutant-General, or Deputy Assistant Quarter-master-General	14	70
Military Secretary, when a Field Officer, or at the head of his department	20	100
Military Secretary (not being a Field Officer) or Assistant Military Secretary	14	70
Aide-de-camp	14	70
Brigade Major	14	70
Chaplain, 1st class	26	130
Ditto, 2nd class	20	100
Ditto, 3rd class	20	100
Ditto, 4th class	14	70
Deputy Judge Advocate, if commissioned	20	100
Commissary-General	36	180
Deputy Commissary-General, 5 years' service	26	130
Ditto, under 5 years	20	100
Assistant Commissary-General	20	100
Deputy Assistant ditto	14	70
Acting ditto	8	40
Inspector-General of Hospitals, 3 years' service	36	180
Ditto, under 3 years	30	150
Deputy Inspector-General of Hospitals, 5 years' service	26	130
Ditto, under 5 years	20	100
Surgeon-Major	20	100
Staff Surgeon ...	20	100

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	List of weight allowed.	To be so packed as not to exceed in admeasurement.
I.—Staff—*continued.*	cwt.	cubic feet.
Military Storekeeper	20	100
Deputy Military Storekeeper	20	100
Assistant Military Storekeeper	14	70
Military Store Clerk	8	40
Purveyor-in-chief	20	100
Deputy Purveyor-in-chief	14	70
Purveyor, 10 years' service	14	70
Ditto, under 10 years	8	40
Purveyor's Clerk	8	40
Clerk of Works, 1st class	14	70
Ditto, 2nd class	8	40
Ditto, 3rd class	8	40
Engineer Clerk	8	40
Barrack Master, 1st class	20	100
Ditto, 2nd class	20	100
Ditto, 3rd class	14	70
Ditto, 4th class	14	70
II.—Regimental.		
Cavalry or Infantry. Field Officer	18	90
Captain	12	60
Subaltern	6	30
Paymaster	18	90
Adjutant...	12	60
Quartermaster	18	90
Surgeon-Major	19	95
Surgeon	19	95
Assistant-Surgeon, 6 years' service	13	65
Ditto, under 6 years	7	35
Hospital Stores	18	90
Armourer's Stores	6	30
Regimental Mess	50	250
Veterinary Surgeon	6	30
Cavalry. Troop, each, if above 50 Rank and File	12	60
Ditto, if 50 Rank and File, and under	6	30
Saddlers' Apparatus...	6	30
Articles for Lance and Sword exercise	7	35
Infantry. Company, each, if above 50 Rank and File	18	90
Ditto, if 50 Rank and File, and under ...	12	60
Royal Artillery and Engineers. Field Officer	27	135
Captain	18	90
Subaltern	12	60
Paymaster	27	135
Surgeon-Major	19	95
Surgeon	19	95
Assistant Surgeon, 6 years' service	13	65
Ditto, under 6 years	7	35
Adjutant	18	90
Quartermaster	18	90
Veterinary Surgeon	12	60
III.—Miscellaneous.		
Schoolmaster...	3	15
School	3	15
Band	12	60
Each Officer's wife, including children under 14 years' of age* ...	6	30
Officers' children, above 14 years of age, each*	½	2½
Each Soldier's wife, including children*	1	5

IV.—It will be observed, that it is the principle of the above regulation, to permit a larger relative proportion of admeasurement in respect of the weight allowed, than would be admitted according to the commercial proportion which is 40 cubic feet, or a ton in admeasurement, for 20 hundred weight, or a ton in weight. But in no case is the weight allowed by this regulation to exceed, when packed, the admeasurement of 5 cubic feet for one hundred weight.

* Whenever the family of the Officer or Soldier is permitted, by competent authority, to accompany him, or to proceed to join him.

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v.—The quantity of baggage above set forth is on no account to be exceeded, unless by special permission of the Admiralty, if at home; or, if abroad, by that of the senior Naval Officer at the port of embarkation, or if there be no such senior Officer present, that of the Military Commandant; the latter of whom will state the grounds of his application in writing, which will be a sufficient voucher for its being received on board, provided the vessel can stow it.

vi. The allowance of baggage for Detachments of Troops, Companies, or Services, is to be in the same proportion as the part may bear to the whole.

vii.—Staff Officers, Cavalry Officers, and Mounted Officers of Infantry, when proceeding by water, to be allowed specially to embark, besides the weight of baggage according to their respective ranks, the equipment for each horse required to be kept by them in the execution of their public duties, and foraged at the public expense, in the following proportions, viz.—

For one horse	10 cubic feet admeasurement.	
For the second, and every other horse in addition	5 ditto	ditto.

viii.—The Arms and Accoutrements of the Infantry, and the Arms, Appointments, and Saddlery of the Men and Horses of the Cavalry, when conveyed by Sea, are to be so conveyed at the public expense, without reference to the weight or admeasurement allowed for the heavy baggage of the Troops or Companies.

ix.—Regimental Brevet Officers are not to be allowed the quantities according to their Brevet rank, unless they may be in the performance of the duties attaching to the Brevet rank.

x.—When an Officer is ordered to proceed on duty to an out-station where, for his reasonable comfort and convenience, it may, in the opinion of the Officer commanding the Troops, be necessary that he should provide himself with a tent or marquee out of his own funds, the same, with its appurtenances, is to be conveyed at the public expense, in addition to the quantity of baggage allowed by this regulation.

xi.—In Southern Africa, and in the Australian Colonies, when an Officer is ordered to proceed on duty to an out-station, where the necessaries and conveniences of life are not to be procured on the spot, or within a reasonable distance, the General or other Officer commanding at the station from which the said Officer is detached may, upon an application to that effect, grant his authority for the carriage, at the public expense, of 2 cwt. additional of baggage, or its equivalent in admeasurement, belonging to the said Officer; and in cases where the Officer, owing to the distance of the station to which he may be ordered, and its remoteness from any town, may appear to have a just claim to have a larger allowance of baggage conveyed at the public expense, the General Officer commanding will consider such cases to be special, and report the whole of the circumstances for the consideration of the Secretary at War.

xii.—When a married Officer is provided with a passage in a vessel belonging to, or freighted or chartered by Government, and under the terms of the engagement there shall be spare room in the vessel, not otherwise required for the public service; or when by land, it may be necessary to hire such means of conveyance for the authorized quantities of baggage belonging to the Officers and men as shall admit of some addition being made without incumbrance, a discretion is given in those cases to the Officer commanding, to direct that a limited quantity of the baggage belonging to the family of a married Officer may be at the same time conveyed; but it is to be distinctly understood, that on no pretence whatever is an expense to be incurred for this object, nor under any circumstances is the additional baggage of the married Officer to be conveyed in diminution of the baggage allowed by this Regulation to the other Officers and Men of the Corps or Detachment.

25.

Merchandize not to be taken on board.

On no account is the Officer in command of the Ship to allow any private goods, or merchandize of any description, to be received on board; and he is to take care that no practice shall occur detrimental to the Revenue.

26.

Military invalids.

Whenever any large number of military invalids are ordered to be received on board, the Captain is to make application to the chief military authority of the place, for a proper number of Medical Officers to be embarked with them.

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CHAPTER XXII.

CONVOYS.

1.

WHEN an Officer is ordered to afford Convoy and protection to Merchant-Vessels, he is to take care to arrange with the Masters of the several Merchant-Vessels, such signals as shall enable him thereby to regulate their movements and enable them to communicate their wants to him: he is also to furnish each on a separate paper such secret instructions and signals as he may deem necessary under the circumstances, adding a written charge to each Master, on no account to inform any person of the same, but to keep the said paper in his own possession until the end of the voyage, and then, or in the event of his being captured, to destroy it. **Convoy signals and instructions.**

2.

He is to make a list of the names of the vessels under his Convoy; and before he sails from any port in the United Kingdom, he is to transmit a copy of such list to the Secretary of the Admiralty; and on his arrival in port with any Convoy from abroad, he is also to send to the Secretary of the Admiralty a list, in which he is to specify the Vessels that do arrive with him, and the time and supposed cause of separation of those that do not arrive. **Lists of Convoy to be transmitted to Admiralty.**

3.

He is enjoined not to suffer any person in the Ship to receive, on any pretence whatever, any Fee, Reward, or Gratuity, from any Owner or Master of any Ship or Vessel, or from any person on board, for the protection afforded them. **No Fees to be taken.**

4.

The Officer who shall have charge of a Convoy is to consider the protecting of it as his most particular duty, in the execution of which he is to be very watchful to prevent its being surprised; and to defend it, if attacked; and he is to be careful not to part company from it. **Protection of Convoy.**

5.

He is to keep the Merchant Ships well collected, and is to be attentive, while he endeavours to proceed with all possible expedition, not to carry more sail, or to proceed at a greater speed than will admit of the heaviest sailing Ships keeping company with him without risk of springing their masts or straining the Ships; and if any of them shall be in distress, either from badness of weather, or any other cause, he is to afford them every necessary assistance; but if he shall find such distress to be the consequence of the Vessel's not having been properly fitted, or stored for the voyage she was intended to make, he is to report the particulars to the Secretary of the Admiralty. **To keep Convoy collected.** **Vessel in distress.**

6.

If the Master of any Merchant Ship, or other Vessel, under Convoy, shall disobey the directions given him for his conduct, or shall, by inattention to signals, or by neglecting to carry a proper quantity of sail, or by any other means, retard the progress of the Fleet, or shall behave **Disobedience of instructions or signals, or disrespectful conduct, to be reported.**

himself disrespectfully to any Officer of Her Majesty's Ships,—the Officer commanding the Convoy is to send by the first opportunity a particular account of the same to the Secretary of the Admiralty, specifying the name of the Ship and Master, and the name and residence of the Owner.

7.

Convoy separating.

If any Vessel under Convoy shall separate from the Fleet without having express permission so to do, the Officer commanding the Convoy is to send by the first opportunity to the Secretary of the Admiralty the name of the Vessel, and of her Master, and Owner, with the residence of the latter, and a particular and circumstantial account of the manner, or supposed manner, of her leaving the Fleet, and the time of her quitting it, as nearly as can be ascertained, with any other observations with regard to the occurrence he may be able to offer, so that, if she be captured after having separated, the Underwriters may be enabled to judge whether they ought to pay her insurance.

8.

Commanding Officer's distinguishing light.

The Officer commanding a Convoy may carry one or more Lights during the night, as from circumstances he shall think proper; or he may direct any other Ship or Ships to do so.

9.

Convoys bound to different ports.

When Convoys bound to different ports sail at the same time, or when they meet at sea, they are, for the better protection of the whole, to keep company together as long as their respective courses shall allow them, and during their continuing together the Ships of War are to carry the appointed signal distinguishing the Convoys they belong to; and the Merchant Vessels of one Convoy are to be kept from mixing with those of another, to prevent as much as possible all mistakes and confusion when the Convoys separate.

10.

When two or more Convoys continue together.

While two or more Convoys continue together the senior Officer is to command the whole.

11.

Protection to the vessels of Her Majesty's Allies.

All Officers having the command of Convoys are to take under their protection the Vessels of Her Majesty's Allies, which shall be ready to sail, and the Masters of which shall request it; and they are to protect such vessels as effectually, to all intents and purposes, as those of Her Majesty's subjects. But Her Majesty's Ships are not to take under their protection the Vessels of any Power which is at war with any other Power with which Her Majesty is not at war, nor the Vessels of a Neutral Power, unless ordered so to do, or some very particular circumstances shall occur to render it necessary, of which they are to send the earliest possible information to the Secretary of the Admiralty.

12.

To give information to Merchant Vessels when about to sail.

Vessels met to be taken under protection.

When the Captain of one of Her Majesty's Ships is about to sail during war from any port not in the United Kingdom, or when war may be expected, he is, if the nature of his orders will admit of it, to give timely information to Merchant Vessels, and to take under his protection all those bound the same way, who shall be desirous and ready to accompany him, bearing in mind the directions contained in the preceding Article. He is also to take under his protection all Vessels he may meet with on his passage, and to see them in safety as far as his course and theirs shall be the same.

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Chapter XXIII.

QUARANTINE REGULATIONS.

(*Vide also Act* 6 *Geo.* IV, *Cap.* 78.)

1.

The Captain is to direct every Officer, when sent to any foreign or other Ship, not to go on board until he shall have ascertained that she did not come from any place which may subject her to quarantine; but if she did come from any such place, to obtain whatever information he is sent for, without quitting the boat. But if any of Her Majesty's Ships shall, either at sea or in port, have communication with other Ships, by which they may be subject to quarantine, the Captain is enjoined not to conceal such communication, but to make it known by carrying the proper quarantine flag at one of the mast-heads; and he is to prevent the boats of other Ships from coming to the Ship which he commands, until she be liberated from quarantine; till when, he is to observe, in the most strict and particular manner, all regulations for the conduct of Ships in quarantine, as hereinafter explained.

Vessels arriving from places subjecting them to quarantine.

Meeting at sea.

2.

Every commanding Officer or other person having the charge of any of Her Majesty's Ships liable to the performance of quarantine, shall at all times, when such ship meets with any other Ship at sea, or be within two leagues of the coast of the United Kingdom, or the Islands of Guernsey, Jersey, Alderney, Sark, or Man, cause to be hoisted a signal to denote that the Ship he commands is liable to the performance of quarantine. The signal in the day-time to be, if the Ship have a clean bill of health, a large yellow flag of six breadths of bunting at the main-topmast head; if she shall not have a clean bill of health, a like yellow flag with a circular mark or ball entirely black in the middle thereof, the diameter of which shall be equal to two breadths of bunting; and in the night time the signal shall in both cases be a large signal lantern, with a light therein (such as is commonly used on board Her Majesty's Ships of War), at the same mast-head.

Quarantine Flag.

3.

The Commanders of any of Her Majesty's Ships of War who shall meet any Vessel liable to perform quarantine coming to a British Port, shall take care to prevent the landing of any persons or articles from on board the same, until the vessel shall be put under the charge of the Superintendent of Quarantine, or his Assistant, or the Principal or other Officer of Her Majesty's Customs, authorized to act at any of the out-ports; and the Captains and commanding Officers of Her Majesty's Ships are at all times to furnish such assistance to the Officers respectively, as may be required of them for enforcing the due performance of quarantine.

Passengers not to land when vessels are liable to quarantine.

4.

All Vessels, as well Her Majesty's Ships of War as others, coming from, or having touched at, any place from whence Her Majesty, Her heirs or successors, by and with the advice of Her or their Privy

Vessels arriving from places where infec-

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tious diseases may be brought.

Council, shall have declared it probable that the plague or other infectious disease may be brought, shall be obliged to perform quarantine in such manner as shall be notified by proclamation, or published in the London Gazette.

5.

Penalties.

All baggage, packets, packages, wearing apparel, books, letters, or any other articles whatsoever arriving in Vessels coming from infected places, are liable to quarantine in the same manner as goods, wares, and merchandise. Any person landing or unshipping, or moving in order to land such baggage, &c., from on board any Vessel liable to quarantine, shall forfeit the sum of 500*l.*; and any person clandestinely conveying, or concealing for the purpose of conveying, any of the articles above enumerated from a vessel actually performing quarantine, or from a Lazaret, shall forfeit the sum of 100*l.*

6.

Vessels liable to quarantine.

All Her Majesty's Ships of War, Transports, or other Vessels in the actual service of Government, under the command of a Commissioned Officer of Her Majesty's Navy, coming from the Mediterranean, or West Barbary on the Atlantic Ocean, and not furnished with clean bills of health, shall perform quarantine at the Motherbank and nowhere else, in a separate and distinct place, appointed and marked out with yellow buoys for that purpose, in the centre of which place a floating Lazaret, moored with chains, is stationed, with a yellow flag constantly flying at the mast-head.

Quarantine to be performed at the Motherbank

Not to go within the limits marked out for vessels in quarantine.

No persons, vessels, or boats whatsoever, other than the vessels or boats belonging to the Medical Attendant or superintendent of Quarantine, or his Assistant, or other boats regularly employed under the authority of the Commissioners of the Customs in the Quarantine Service shall go, under any pretence whatever, within the limits so marked out, except in case of special necessity and emergency, and with permission first had and obtained from the Superintendent of Quarantine or his Assistant.

7.

Ships arriving from the Mediterranean or WestBarbary Coast on the Atlantic Ocean.

Her Majesty's Ships and Vessels liable to quarantine, and furnished with clean bills of health, shall perform a quarantine of 15 days, commencing on the day that the Ship or Vessel shall have arrived at the appointed quarantine station; but the Lords of the Privy Council, in consideration of the inconvenience and expense incurred by Her Majesty's Ships of War arriving from the Mediterranean, in consequence of their detention in quarantine until orders respecting them can be forwarded from London, have given orders that the proper Officers shall release all Ships of War belonging to Her Majesty, or any other nation in amity with Her Majesty, which may arrive from the Mediterranean or from West Barbary Coast, on the Atlantic Ocean, immediately on their arrival, without waiting for special orders from their Lordships; provided the Captain or other Officer, having the charge or command of any such Ship of War shall declare that all persons on board are, and have been, free from any disease of a suspicious nature as to contagion during the voyage. Her Majesty's Ships and Vessels, with foul bills of health, shall perform a quarantine of 30 days; and with suspected bills of health (commonly called touched patents or bills), they shall perform a quarantine of 20 days.

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8.

Nothing, however little susceptible it may be thought of infection, is to be conveyed from one Vessel under quarantine to another, nor is any personal intercourse to be permitted from any such vessel to another, and nothing whatever is to be delivered from on board any Vessel under quarantine without an order in writing from the Superintendent or his Assistant, and every such order is to be entered in a book by one of the Guardians appointed by the Superintendent as Quarantine Guardians on board each Ship performing quarantine.

Nothing to be conveyed from one vessel under quarantine to another.

9.

Every person quitting a Vessel liable to quarantine, unless by proper authority, may be apprehended by any constable, and incurs the penalty of imprisonment for the space of six months, and forfeiture of the sum of 300*l.*

Penalty for quitting a vessel in quarantine.

10.

Any person or persons liable to perform quarantine, or having had any intercourse or communication with a person or persons liable to quarantine, who shall refuse to repair to the Lazaret Vessel, or place duly appointed for the performance of quarantine, or shall escape, or attempt to escape, therefrom, before quarantine duly performed, shall forfeit 200*l.*, and the quarantine officers may use force to compel such person or persons to return to the Lazaret, or other duly appointed place for quarantine.

Penalty for refusing to perform quarantine in the place pointed out.

11.

Communication may be made by persons in quarantine with others not in quarantine, by letters, under such regulations and restrictions as will prevent the spread of infection; for which purpose an Officer appointed by the Superintendent of Quarantine, shall daily at a fixed hour, go round the different Lazarets and Vessels in quarantine to receive letters. Letters may also be received under similar restrictions, but no personal communication or conference is to be had by persons not under quarantine with persons under quarantine (except the Medical Attendant, the Superintendent of Quarantine, or his Assistant, or any other person duly authorized by Order in Council), unless by permission or in the presence of the Superintendent or his Assistant, and under such regulations and restrictions as shall be directed by him.

Communication with persons in quarantine.

12.

The Commanders of all Her Majesty's Ships of War, Transports, and other Vessels, are subject to all the provisions, rules, and regulations concerning quarantine, and to all the pains, penalties, forfeitures, and punishments for any breach or disobedience thereof, in the same manner as the Masters of merchant ships.

HerMajesty's Ships liable to all the penalties concerning quarantine the same as Merchant Ships.

13.

The Commanders of all Vessels, whether liable to quarantine or not, neglecting to bring to, on being requested by the Officer of Customs, authorized to act in the Quarantine Service, are liable to a penalty of 100*l.*

Penalty for neglecting to bring to, on being requested by quarantine officers.

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Chapter XXIV.

SALVAGE.*

1.

Every aid to be rendered to vessels in danger.

All Officers in command of Her Majesty's Ships are to afford every possible aid to Vessels in danger, distress, or in want of casual assistance.

Circumstances under which salvage can only be claimed.

When such services have been rendered, the commanding Officer of the Ship is to forward a full report of the circumstances of the case, with a copy of the Ship's Log, to the Commander-in-chief, or senior Officer of the station, for transmission to the Admiralty; and before any Officer in the Navy can raise a claim for Salvage, he must obtain the written approval of the Commander-in-chief, or senior Officer of the station, which approval will not be given unless really important service, or service accompanied with hazard, has been rendered; and no Court of Law, or Admiralty Court, can decide upon any salvage claim made by Officers or men belonging to Her Majesty's Ships without the consent of the Lords Commissioners of the Admiralty.

2.

Mode of proceeding to claim salvage.

In order to prevent needless detention of the Ships or property saved in foreign and distant places, and at the same time to ensure due satisfaction of the claims of the salvors, the lien of the salvors upon the ship, cargo, or property, as the case may be, is to cease upon proper security being given:—the practice on this head is to be as follows:—

If the Captain, Officers or Crew of any of Her Majesty's Ships shall render salvage service to a Merchant Ship at any place out of the United Kingdom, and the four seas adjoining thereto, then, unless the parties can agree between themselves, in manner mentioned in Article 6, the Salvor must, instead of retaining possession until the claim is settled, take the ship to some foreign port where there is a Consul, or to some British port where there is a Vice-Admiralty Judge; and, in so doing, the Salvor is, so far as his primary duty to the Queen's service permits, to be guided by the convenience of the Ship saved. Within twenty-four hours after arriving at such port, the Salvor, and the person in charge of the property alleged to be saved, are each to deliver to the Consular Officer or Vice-Admiralty Judge there, a statement, verified on oath, so far as they respectively can, and so far as the particulars required apply to the case:—

I. The place, condition, and circumstances in which the said ship, cargo, or property was at the time when the services were rendered for which salvage is claimed:

II. The nature and duration of the services rendered:

And the salvor shall add to his statement—

III. The proportion of the value of the said ship, cargo, and property, and of the freight which he claims for salvage, or the values at which he estimates the said ship, freight, cargo, and property respectively, and the several amounts that he claims for salvage in respect of the same:

* Vide also Act 17th and 18th Vict., chap. 104, Part VIII.

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IV. Any other circumstances he thinks relevant to the said claim:

And the said master or other person in charge of the said ship, cargo, or property shall add to his statement—

III. A copy of the certificate of registry of the said ship, and of the indorsements thereon, stating any change which (to his knowledge or belief) has occurred in the particulars contained in such certificate; and stating also, to the best of his knowledge and belief, the state of the title to the ship for the time being, and of the incumbrances and certificates of mortgage or sale, if any, affecting the same, and the names and places of business of the owners and incumbrancers:

IV. The name and place of business or residence of the freighter (if any) of the said ship, and the freight to be paid for the voyage she is then on:

V. A general account of the quantity and nature of the cargo at the time the salvage services were rendered:

VI. The name and place of business or residence of the owner of such cargo and of the consignee thereof:

VII. The values at which the said Master estimates the said ship, cargo, and property, and the freight respectively, or if he thinks fit, in lieu of such estimated value of the cargo, a copy of the ship's manifest:

VIII. The amounts which the Master thinks should be paid as salvage for the services rendered:

IX. An accurate list of the property saved, in cases where the ship is not saved:

X. An account of the proceeds of the sale of the said ship, cargo, or property, in cases where the same or any of them are sold at such port aforesaid:

XI. The number, capacities, and condition of the crew of the said ship at the time the said services were rendered:

XII. Any other circumstances he thinks relevant to the matters in question:

XIII. A statement of his willingness to execute a bond, in the form in the table marked W. in the schedule of the Act 17th and 18th Vict, chapter 104, in such amount as the said Consular Officer or Vice-Admiralty Judge shall fix.

If the parties are unable to give all the above particulars, the reason for omitting any of them should be stated.

Upon receiving these statements, the Consul or Vice-Admiralty Judge will proceed to fix what he considers an adequate sum to compensate the Salvors for the services rendered, and to cover any additional claim for costs. In doing this, he will remember that the claim will have to be decided by the Court to which the matter is referred after the consent of the Admiralty shall have been obtained, and that, in the case of a British Ship, the only security required is a bond by the Master. In that case, therefore, he will fix a sum which will cover the claim actually made by the Salvor, with an additional sum of about £150 for costs. With regard to a foreign ship, where sureties are required, it is important that the amount secured should not be excessive, and the Consul will therefore, in that case, have to exercise greater discretion.

If either party fails to make his statement, the Consul or Vice-Admiralty Judge may proceed *ex parte*, but he should not, except in a pressing case, do so without giving notice; and if the Ship or property saved is to be sold, he should allow a reasonable time for the purpose of giving the particulars of the sale. He has no power in any case to require the cargo to be unladen.

3.

Parties may be examined on oath by Consul or Vice-Admiralty Judge.

If the Consul, or Vice-Admiralty Judge, requires additional information, he may examine the parties or witnesses upon oath, and in such case the evidence is to be taken in writing, and to be attached to, or accompany, the statements.

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4.

Amount of security to be given in case of a foreign ship.

In fixing the amount for which security is to be given in the case of a foreign ship, the Consul, or Vice-Admiralty Judge, will approximate as nearly as he can to what he considers sufficient compensation for the services rendered; and he will be guided, so far as he has the means and knowledge, by the rules which ordinarily guide Admiralty Courts in such cases, adding to the amount £150, or thereabouts, to cover costs. He will remember that the bond being substituted for the property by way of security for the claim, the amount should be large enough to cover it,—on the other hand, he will bear in mind that no claim can ever be made to exceed one-half of what he considers to be the true value of the property saved.

5.

Bond to be prepared.

When the Consul, or Vice-Admiralty Judge has determined the amount, he will give notice to the parties, and will cause a bond to be prepared in the form marked W in the schedule to the Act referred to, and will see that it is properly filled up with the particulars as given to him, and with the sum which he has determined. If the parties wish that the case should be adjudicated on in any Vice-Admiralty Court in the British dominions, the name of the Court, and the place for which it acts, is to be inserted in the bond. If not, the High Court of Admiralty in England will be the Court to adjudicate upon it. This bond must be executed by the Master in the presence of the Consul or Vice-Admiralty Judge, and must be attested by him. The Consul or Vice-Admiralty Judge will then deliver it to the Salvor, and thereupon the lien of the Salvor on the property will cease, and his remedy will be upon the bond.

To state the Court to adjudicate on claim.

Ship or property owned by persons residing in a foreign country.

If, however, the ship or property saved is owned by persons who reside in any foreign country, such additional security must be given as the Consul or Vice-Admiralty Judge may approve; for this purpose, it will be his duty to see that the persons giving the security are solvent persons, and that the security is one which is capable of being enforced in a British Court of justice. When duly executed and attested, it must be given to the Consul or Vice-Admiralty Judge, or, if the Salvor so desires, it must be placed in the joint possession of the Consul, of the Vice-Admiralty Judge, and of any other person whom the Salvor may appoint for the purpose, to be afterwards dealt with as the Court which shall adjudicate upon it may direct.

6.

Agreement may be made without going before a Consul or Vice-Admiralty Judge.

If the Salvor and the Master of the ship saved can agree between themselves, they may, without going before a Consul or Vice-Admiralty Judge, enter into an agreement, which will have the same effect as the bond before mentioned. This is a course which will be found very desirable to take where the destination of the ship of war, and of the ship saved, are such that they cannot proceed to a place where there is a Consul, or a Vice-Admiralty Judge, without inconvenience to one or both. Where such an agreement is made, care should be taken to attend to the following points:—

1. The agreement must be in writing, and must be signed by the Salvor and the Master of the Merchant Ship, and must be attested by two witnesses.

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II. The sum inserted must depend on circumstances; it should in no case exceed one-half the value of the property saved. £150 should be added to cover costs.

III. The agreement should be accompanied by statements signed by the Salvor and Master respectively, similar to those given to a Consul or Vice-Admiralty Judge, except that they need not be on oath.

IV. The agreement and statements should be sent as soon as possible to the Court which has to decide on the case.

The following form may be used for the agreement referred to:—

Whereas certain Salvage services are alleged to have been rendered by Her Majesty's Ship (*insert names of Ship and of Captain*) Captain, to the Merchant Ship (*insert names of Ship and of Master*) Master, belonging to (*name and place of business or residence of owner of Ship*) freighted by (*the name of the Freighter*), and to the cargo therein, consisting of (*state very shortly the descriptions and quantities of the goods, and the names and addresses of their owners and assignees*).

And whereas the said (*insert name of Captain of Ship*) has voluntarily agreed to abandon his lien upon the said Ship (*insert name of Merchant Ship*) and the cargo thereof, upon the Master of the said last mentioned Ship entering into such agreement as hereinafter contained, as is testified by the said (*insert name of Captain*) signing this agreement, and he has fixed the amount to be inserted in this bond at the sum of (*state the sum*).

Now I, the said (*name of Master*), do hereby, in pursuance of the Merchant Shipping Act, 1854, and in consideration of the premises, bind the several owners for the time being of the said ship and of the cargo therein, and of the freight payable in respect of such cargo, and their respective heirs, executors, and administrators, to pay among them such sum not exceeding the said sum of (*state the sum fixed*) in such proportions and to such persons as (*if the parties agree in any other Court, substitute the name of it here*) the High Court of Admiralty in England shall adjudge to be payable as Salvage for the services so alleged to have been rendered as aforesaid.

In witness whereof we have hereunto set our hands, this _____ day of _____ 18 .

Signed by the said (*Captain's Signature*).
(*Master's Signature*).

In the presence of us, _____
of _____
and _____
of _____
} *Signatures and full description of witnesses.*

(*N.B.—Any of the particulars not known, or not required by reason of the claim being only against the cargo, &c., may be omitted.*)

7.

The Salvor, in making the report required by Article 1, must state whether a Bond or Agreement has been given as above-mentioned, and whether the Ship or property saved has been released in consequence. Salvor to state whether Bond has been given.

8.

In cases were relays of men are sent for the purpose of affording assistance, and where a large portion of the crew have been employed, the Salvage which may be awarded, is to be distributed according to the provisions of the Prize Proclamation in force at the time, unless specially apportioned by the terms of any decree or award, or otherwise to be divided among the parties actually employed as the Admiralty may direct. Salvage awarded where relays of men have been sent to afford assistance.

9.

All Officers are to use their best efforts to save and protect property and stores, especially those belonging to the Crown, which may be on All property and stores to be protected.

board any Vessel placed in circumstances of danger or distress; and, if necessary, to remove such stores to a place of safety.

10.

No claim to be made for use of stores, &c., in rendering assistance.

No claim for salvage services is to be made in respect of loss or risk of Her Majesty's Ships, or for the use of any stores or other articles belonging to Her Majesty supplied in and to effect such services, or for any other expense or loss sustained by Her Majesty by reason thereof. Neither is any claim to be made by Officers or others in Her Majesty's Service on account of property salved belonging to the Crown.

11.

Salvage for stores lost from Her Majesty's Ship's.

If any Stores, lost from one of Her Majesty's Ships, shall be brought on board, and the Captain shall be satisfied that the person who brings them did not obtain them by improper means, he is to give him a receipt for them, in which the description, quantity, and condition of the stores, and the service for which they may be fit, which is to be determined on by the Officers best qualified to judge, are to be specified, that a correct estimate may be formed of their value, and of the proper amount of Salvage to be paid for their recovery. In such receipt it is to be mentioned, also, whether the parties claiming Salvage were assisted by part of the crew of any one of Her Majesty's Ships, and on what account the latter were not able to recover the articles.

A duplicate copy of the receipt, together with a report of survey on the articles recovered, with full particulars relative to the same, are to be forwarded by the Captain, through his Commander-in-chief, to the Secretary of the Admiralty.

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Chapter XXV.

PROVISIONS.

1.

There shall be allowed to the Officers, Crew, and Supernumeraries borne for victuals on the books of Her Majesty's Ships, and also to Troops, Women, and Children on passage, the following quantities of provisions:— Scale of Victualling

SCALE OF VICTUALLING.

	When to be issued.	Article.		Officers, Crew, and others at full Allowance.	Supernumeraries at Two-thirds Allowance.	Troops.	Women.	Children under Ten Years of Age.	
1	Daily	Biscuits, or Soft Bread	lb.	1¼ / 1¼	5/6 / 5/6	1 / 1¼	1 / 1¼	⅓ / ½	1
2		Spirit	pint	⅛	1/12	⅛	...	...	
3		Sugar	oz.	2	1⅓	1¼	2½	1	3
4		Chocolate	oz.	1	⅔	⅔	⅔	½	4
5		Tea	oz.	¼	⅙	¼	½	...	5
6		Rice	oz.	...	...	...	...	1	6
7		*Milk	pint	...	...	...	...	1	7
8	Weekly	Oatmeal	pint	¼	⅙	⅙	¼	⅛	8
9		Mustard	oz.	½	⅓	⅓	⅓	...	9
10		Pepper	oz.	¼	⅙	¼	⅙	...	10
11		Vinegar	pint	¼	⅙	⅙	...	...	11
12	Daily, when procurable	†Fresh Meat	lb.	1	⅔	⅔	1	¼	1
13		Vegetables	lb.	⅓	⅓	⅓	½	¼	13
14	Daily, when Fresh Provisions cannot be procured.	Salt Pork	lb.	1	⅔	¾	¾	¼	14
15		Peas (Split) or	pint	⅓	⅔	⅔	½	...	15
16		Salt Beef	lb.	1	⅔	¾	¾	¼	16
17		Flour	oz.	9	6	6	6	4	17
18		Suet	oz.	¾	½	½	½	1/16	18
19		Currants, or Raisins	oz.	1½	1	1	1	½	19

N.B.—Preserved Provisions and Rice will not be supplied as an article of ration for Troops, Women or Children, *unless specially ordered*, except on voyages to or from the Cape of Good Hope, or any Port to the eastward of it, when such provisions are to be issued to Troops in lieu of the Salt Meat ration *on one day in each week*, when Fresh Provisions are not procurable, in the following proportions, viz.:—

Preserved Meat (Beef or Mutton alternately)	¾ lb.	per man.
Rice	8 oz.	
Mixed Vegetables	1 oz.	

The ration for women to be the same as for men, and that for children one-half.

* When Fresh Milk is not procurable, each Child is to have daily of Preserved Milk sufficient to make a pint of Milk.

† When Fresh Meat cannot be obtained, Salt Pork, with Peas, and Salt Beef, with Flour, &c, are to be issued alternately.

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In case it should be necessary to issue Substitutes for any of the foregoing species of Provisions, the following Scale of Substitution is to be adopted.

Biscuit... 1 pound Flour ... 1 ,, Rice ..... 1 ,,	are to be considered equal to each other.		When issued with Meat Rations.	Vegetables ½ pound Flour ..... ¾ ,, Peas (Split) ⅓ pint Calavances ⅓ ,, Dholl ..... ⅓ ,, Rice ..... ¾ pound	Are to be considered equal to each other
Wine ... ½ pint Spirit ... ½ gill	Do.				
Coffee ... 1 ounce Cocoa ... 1 ,, Chocolate 1 ,, Tea ..... ¼ ,,	Do.				

2.

When placed on short allowance.

When the Admiralty, a Commander-in-chief, or a senior Officer present, shall judge it expedient to direct that the aforesaid allowance of provisions be diminished in any particular, care shall be taken that the short allowance be made to every individual on board, without exception, and payment for the quantities short allowed to the several messes made at such scale, and under such regulations as the Admiralty may, from time to time, establish.

3.

Sugar and tea allowed in lieu of spirits.

If any person on full allowance of spirit should not wish to take it up, he may receive in lieu thereof one quarter of an ounce of tea and one ounce of sugar; and if any Supernumerary, at two-thirds allowance, should not wish to take up his spirit, he may receive in lieu one-sixth of an ounce of tea and two-thirds of an ounce of sugar.

Troops on passage, and Kroomen employed in Her Majesty's Ships on the coast of Africa, are to be included in this regulation.

4.

Issue of spirits restricted.

Spirit is not to be issued to Midshipmen, Masters' Assistants, Assistant Clerks, or Boys of the first class, except under the special directions of the Captain; and such quantities as may be withheld are to be paid for as savings, unless they should prefer to take up tea and sugar in lieu under the foregoing regulation.

Not any allowance of spirit, either in kind or in money, nor any substitution for the same, is to be made to Naval Cadets or Boys of the Second Class.

Not any rations of spirit, nor other articles in lieu are to be issued to prisoners on passage, nor any payment made to them on account thereof.

Boys, not belonging to the Navy, on passage, are not to be allowed spirit, if under 17 years of age; nor without the Captain's special directions, if above that age.

5.

Extra issues of Spirit.

When it may be considered beneficial, in the opinion of the Captain and the Surgeon, to issue an extra allowance of spirit to Engineers and Stokers, the Captain will direct such proportions of lemon-juice and sugar to be supplied and mixed therewith as may be considered advisable.

In all other cases wherein an extra issue of spirit shall be directed to be made, the Captain's order for the same, stating the number of persons and rate at which they are to be supplied, together with the

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Surgeon's recommendation specifying the reasons for the extra issue, inserted thereon, is to be produced in Office with the Paymaster's Victualling Account.

Extra issues of spirit are only to be made on the written order of the Captain, but no more than half-a-gill per diem for each person is ever to be supplied as an extra issue.

6.

The Captain may, at his discretion, direct half-an-ounce of chocolate and half-an-ounce of sugar, in addition to the daily allowance, to be issued, either in the middle or morning watches, to such portion of the Ship's Company as may be much exposed during severe weather, or when, from circumstances of sickness, or climate, or for other causes, he may consider it desirable. Extra chocolate may be issued.

7.

Children on passage above 10 years of age, are to be victualled as adults, the boys as men, with the exception of spirit, which is to be under the regulations contained in Article 3, and the girls as women. Victualling of children.

8.

Notwithstanding the foregoing Scale of Provisions for each individual borne and victualled on board Her Majesty's Ships, the Officer in command of each such Ship is hereby authorized to stop, from any person serving on board, by way of punishment, the allowance of spirit above granted, for such limited time, and under such circumstances only, as the Admiralty may, from time to time, direct; and all portions of spirit to the extent of thirty days, thus stopped, are to be deemed forfeited by the person so punished, and the credit value of the same is to be paid over for the benefit of the sick mess of the Ship in which he is serving; —if stopped beyond thirty days, the individual is to be paid for it from the expiration of that time. Spirit may be stopped for punishment.

9.

When Troops are embarked for passage, their Commanding Officers are also authorized to direct that punishment stoppages of spirit may be made from them for offences committed, but in these cases the Paymaster is to debit himself with the quantity withheld in his victualling statement, instead of paying the value thereof to the sick mess, as directed in the foregoing Article. Spirit may be stopped from troops embarked for punishment.

10.

In aggravated cases of misconduct, the Officers in command of Her Majesty's Ships are authorized, under such regulations as the Admiralty may establish, to put the delinquents, while in confinement, on half allowance of provisions, or on a diet of bread and water; but in all such cases the provisions withheld, with the exception of spirits, shall be paid for as savings. When allowance of provisions may be reduced for punishment.

11.

Lemon-juice and sugar are to be supplied to any of the Crew at such times, and at such rate, not exceeding half-an-ounce of each per individual per day, as the Captain may direct, on the requisition of the Surgeon. Lemon-juice.

When Troops are embarked on board the Ship, the lemon-juice and sugar obtained for their use are to be issued to them at the discretion of the Army Surgeon, subject to the Captain's approval, and also to the limitation above referred to.

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If, however, there should not be an Army Surgeon on board, the issue of lemon-juice and sugar to the troops is, under the Captain's approval, to be regulated by the Surgeon of the Ship.

12.

Paymaster's Instructions.

For further directions relative to provisions, and the mode of victualling persons borne on the books of Her Majesty's Ships, and also with respect to the gratuitous issues of bedding, clothing, &c., the respective Flag Officers and Officers in command, are to be governed by the Instructions which the Admiralty may, from time to time, establish for the guidance of the Paymasters of the Navy.

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Chapter XXVI.

FULL-PAY AND ALLOWANCES.

1.

The Officers, Petty Officers, Seamen, Royal Marines, and Boys belonging to Her Majesty's Ships, shall be entitled, according to their several ranks and ratings, to the rates of Full-Pay specified in the General Table of Pay inserted in the Appendix, and the same shall be paid to them under such regulations as are contained in the Instructions for Paymasters of the Royal Navy.

Full-Pay.

Appendix, 145.

2.

A Flag Officer, or Commodore of the First Class, shall commence Full-Pay from the date of the Admiralty order to hoist his Flag or Broad Pendant, and shall continue thereon until the Flag or Broad Pendant shall be struck by order of the Admiralty, or other competent authority.

Flag Officer and Commodore of the First Class.

3.

A Commodore of the First Class, appointed by a Commander-in-Chief abroad, shall commence Full Pay as such from the date of receiving the order to hoist his Broad Pendant, unless nominated as such into a vacancy for an Officer of that rank, in which case he shall commence Full-Pay from the date of his Commission.

Commodore of the First Class appointed by a Commander-in-chief abroad.

4.

In the event of a Flag Officer being promoted while his flag his flying he is to be allowed the rate of Full-Pay of the rank to which he is promoted, from the date of his promotion, as given in his Commission.

Flag Officer promoted while his Flag is flying.

5.

A Captain of the Fleet shall commence Full-Pay from the date of his Commission as such, and shall continue thereon until he is removed by order of the Admiralty, or other competent authority.

Captain of the Fleet.

6.

A Commodore of the Second Class, or a Captain, on Foreign Service, who may be authorized, under these Regulations, to hoist a Broad Pendant as commodore of the First Class, in consequence of the command of a Station or Squadron devolving on him by the death or absence of its Commander-in-chief, is to commence Full-Pay, as Commodore of the First Class, from the date of hoisting his Broad Pendant as such, and shall continue thereon until he hears officially of the arrival of a senior Officer to himself on the Station, when he is to revert to his original pay and position.

Commodore of the Second Class assuming the command by death or absence of the Commander-in-chief.

7.

A Flag Officer or Commodore of the First Class, having a Commission as Commander-in-chief, during the time his Flag or Broad Pendant shall be actually flying within the limits of his Station ;—or,

Table Money.

A Flag Officer or Commodore of the First Class, succeeding to the Chief Command of a Squadron or Station, by the death or relinquish-

Flag Officer or Commodore First Class

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succeeding as Commander-in-Chief.

ment of the Command of a Flag Officer or Commodore of the First Class, who had a Commission as Commander-in-chief, during the time he holds such Chief Command within the limits of the Station; that is to say, between the dates when official intelligence shall reach him of the death, or relinquishment of the Command of the Commander-in-chief, and the arrival of another Officer on the Station duly authorized to assume the Chief Command thereof;—or,

Succeeding to Chief Command at home.

A Flag Officer or Commodore of the First Class assuming the Chief Command on Home or Channel Service, in consequence of the death or the absence on leave of the Commander-in-chief, for the period during which he holds such Chief Command, to be computed as commencing the day following that on which the Commander-in-chief's Flag shall be struck, and ending the day previous to that on which it may be re-hoisted;—or,

Captain succeeding as Commander-in-chief.

A Captain on whom the Command of a Squadron of Her Majesty's Ships on Foreign Service, or of a Foreign Station, may devolve, by the death or relinquishment of the Command of a Commander-in-chief, and who may, in such case, assume the rank of a Commodore of the First Class, under Article 19, at page 32, during the time of his holding the Chief Command within the limits of the Station,—that is to say, between the dates when official intelligence shall reach him of the death or relinquishment of the Command of the Commander-in-chief, and the arrival of another Officer on the Station, duly authorized to assume the Chief Command thereof;—

Shall be entitled to 3*l.* a-day, as table allowance, in addition to his Full Pay.

Flag Officers and Commodores not being Commanders-in-chief.

A Flag Officer or Commodore of the First Class, when in command abroad, in the absence from the Station of the Commander-in-chief, on leave, or from any other causes than those stated in Article 19, at page 32, and when, not being a Commander-in-chief, he shall be in charge of a separate Station or Squadron, (abroad or at home), not under the orders of, or detatched from, a senior officer,—shall be entitled to 2*l.* a-day, as table allowance, in addition to his Full-Pay; and a Flag Officer or Commodore of the First Class, abroad or at home, serving under the orders of, or detached from, a senior Officer, shall be entitled to 1*l.* a day, as table allowance, in addition to his Full-Pay.

Only to be paid while Flag is flying.

The foregoing allowances are to be paid only for the time during which the Flag of the Flag Officer, or the Broad Pendant of the Commodore of the First Class, shall be actually flying within the limits of the Station to which he may be appointed, or while he may be detached from a senior Officer under whom he is serving as aforesaid.

Superintendents and Captains of the Fleet.

No table allowance shall be paid to a Superintendent of a Dockyard or other Civil Establishment, nor to a Captain of a Fleet, unless the command of the Squadron or Station shall devolve upon him in consequence of the death, absence on leave, or relinquishment of the command of the Commander-in-chief or senior Officer, in command.

8.

Mess place of Captain of the Fleet, &c.

The table of the Flag Officer or Commodore of the First Class is to be considered as the regulated place for the daily entertainment of the Captain of the Fleet, Captain of the Ship, and such Officers composing the Retinue of the Flag Officer or Commodore as he may think fit to

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receive when he is actually resident on board. When the table of the Flag Officer or Commodore is not kept on board, the Captain of the Fleet, Captain of the Ship, and the Flag Officer's Secretary, must make the necessary arrangements for messing amongst themselves, and on their own account.

When the Flag Officer is not living on board.

9.

A Commodore of the Second Class shall, from the date of hoisting his Broad Pendant by order, to the day of striking the same, be entitled to ten shillings a day in addition to his pay as Captain of the Ship he commands; but if also appointed to the command of a Station, or if in the actual command of a separate Squadron (not, in either case, under the orders of a Flag Officer or Commander-in-chief, or other senior Officer), he may, if so ordered by the Admiralty, while actually within the limits of his Station, or holding such separate command, receive an allowance of twenty shillings a day in lieu of ten shillings.

Commodore of the Second Class; additional pay to.

10.

A Captain who, in consequence of the death, or absence on leave, of a Commander-in-chief, on home or Channel Service, may hoist a Broad Pendant as Commodore of the Second Class, under Article 21, at page 33, shall, for the period during which he actually holds the chief command, be entitled to receive twenty shillings a day in addition to his pay as Captain of the Ship he commands.

Commodore of the Second Class on Home or Channel Service succeeding to command.

11.

Commodores of the First and Second Class, who may, in the presence of a senior Captain, strike their Broad Pendants, shall, nevertheless, during such period, continue to receive all such Full-pay and Allowances as they would have been entitled to if their Pendants had not been so temporarily struck.

Commodores meeting a senior Captain.

12.

The Flag Lieutenant, and the Secretary to a Flag Officer or Commodore, shall commence Full-Pay, from the date of their commissions or appointments; and the Secretary's Clerks, the Coxswain, and Domestics, shall commence Full-Pay from the date of their respective appearances, as stated on the Books of the Flag Ship, or of any other Ship for passage to join her, after the order for hoisting the Flag or Broad Pendant on board such Ships shall have been received; and their Pay shall continue until the Flag is finally struck; but in the event of the death, or removal from ill health, of a Flag Officer on a Home Station, their Pay shall be continued until the arrival of a successor, or orders be given respecting them by the Admiralty; if on a Foreign Station, and not retained by the successor, their Pay shall continue until their arrival in England; but if they are under the necessity of returning by any other conveyance than one of Her Majesty's Ships, they shall be allowed a reasonable sum for their expenses, and also their Pay until their arrival in England, unless there should appear to have been any unnecessary delay in returning, in which case their Pay shall cease at such time as the Admiralty shall direct.

Retinue.

Commencement of Full-Pay.

Discontinuance.

Passage home.

13.

Every Officer whose case is not specially provided for in this Chapter (except Warrant and Subordinate Officers), appointed to a Ship by the Admiralty, from Half-Pay, or from the shore, shall commence Full-Pay

All other Officers except Warrant and Subordinate Officers.

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from the date of his Commission or Order, unless he be appointed to supersede, or act in the place of an Officer in a Ship at any port in the United Kingdom, when it shall commence the day following that on which such Officer was discharged from off the Ship's Books, provided the date of the Commission or Order of the Officer joining shall entitle him to Full-Pay from that period, and if not, the date of the Commission or Order shall be taken as the date of commencing Full-Pay.

Commencement of Full-Pay.

14.

Officers appointed to supersede others.

An Officer appointed to supersede, or act in the place of, another Officer in a Ship at sea, or on Foreign Service, shall commence Full-Pay from the date of his embarkation to join.

15.

Delay in joining.

If there shall appear any unnecessary delay in joining, or in embarking for the purpose of joining, the Full-Pay of the Officer shall commence from such time only as the Admiralty shall direct.

16.

Subordinate Officers.

Subordinate Officers shall commence Pay from the date of joining their respective Ships, or from the date of embarking on board one of Her Majesty's Ships for that purpose; and their pay shall cease on their being discharged from the Service, or after their being thirty days in hospital or sick quarters at home unless under the circumstances mentioned in Articles 29 and 33. Assistant-Engineers, 2nd Class, after being thirty days in hospital or sick quarters at home, will be entitled to Harbour Service Pay only.

17.

Warrant Officers.

Warrant Officers shall commence Full Sea Pay from the day subsequent to that on which they may be discharged from the Books of the reserved Guard Ships or Dock-yards, to proceed to join a Ship on active service.

18.

Officers promoted.

If any Officer be promoted by the Admiralty while serving, and appointed to a Ship in Commission, whether he be to supersede an Officer or not, he shall be considered as on passage to join, and entitled to the Full-Pay of the rank to which he is promoted from the date of his appointment; but if not appointed to a Ship in Commission, he shall, from the date of his promotion, and while he continues to serve in the inferior capacity from which he has been advanced, be entitled to receive the Half-pay or Harbour-Pay of the higher rank when it exceeds the Full-Pay or Sea-Pay of the lower rank, but he is not entitled to both.

19.

Officers appointed to fill death vacancies by Commanders-in-chief abroad.

Officers and others appointed by Commanders-in-chief, on Foreign Service, to fill vacancies occasioned by death, under the authority conveyed to such Commanders-in-chief in Article 9, at page 48, shall be entitled to the Full-Pay of the Ship, and of the Rank or Class to which they may be appointed, from the date of their Commission, or Order, or Warrant, as the case may be.

20.

Removal of Officers.

Commission, Warrant, and Subordinate Officers removed from one Ship to another, or appointed to act in proper vacancies, by competent authority, shall be entitled to the Full-Pay of the Rank to which they

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may be respectively appointed from the day following that on which they may be discharged from their former Ship to join her, and shall continue on such so long as they do the duties of the situation to which they are appointed.

21.

No Officer shall receive the Pay of a rank superior to that which he holds in the Navy, unless appointed by competent authority to act in such superior rank. Officers acting in superior ranks.

22.

Officers whose Full-Pay is regulated by the Class to which they are attached, are not to draw for the higher rates until they have received official intelligence from the Secretary of the Admiralty of their having been advanced to a superior Class. Officers whose Full Pay is regulated by Classes.

23.

In the event of a Ship being captured or wrecked, or otherwise lost or destroyed, the Officers and Crew will continue subject to discipline, and be entitled to pay, as directed in the "Naval Discipline Act, 1861." Loss of Ship.

24.

The Full-Pay of every Commission and Warrant Officer in Her Majesty's Ships at Home, shall cease on the day of his being superseded, invalided, or discharged, unless sent to sick quarters, in which case it shall continue until he shall be able to rejoin, provided no other Officer be acting in his stead; but if there be an Officer acting in his stead, or an Officer has joined to supersede him, then it shall continue until the expiration of six weeks only from the date of his being sent sick, provided he remains so long in Hospital, and his Ship shall continue in Commission. If, however, an Officer, of whatever rank or grade (except Petty Officers, for whom provision is made in Article 34), be superseded, invalided, or discharged abroad, or be sent home in consequence of his Ship being put out of Commission, or the complement of the Ship being reduced, his Full-Pay shall continue until his arrival in England; but if there shall appear to have been any unnecessary delay in returning, it shall cease at such time as the Admiralty shall direct. Discontinuance of Pay on Home Service. Sick. Discharge abroad.

Commission, Warrant, or Subordinate Officers, sent to hospital or sick quarters abroad, are to remain checked on the Ship's Books until they return to the Ship, or are otherwise finally disposed of from hospital or sick quarters. Officers in Hospital abroad.

25.

The pay of every Officer discharged at his own request, or for misconduct, shall cease on the day of discharge. Discharge at request, or for misconduct.

26.

An Officer receiving an order to act in the situation of another Officer on leave, will be paid according to the rank in which he acts; and the Officer on leave is, in this case, to be checked to Half-Pay until he rejoins his Ship. Officers on leave and others acting in their places.

27.

The Full-Pay of the Officers mentioned in Article 1, at page 238, who, when serving on board Her Majesty's Ships, or in Tenders or Boats, or in Transports, or when employed on shore, shall be wounded in fight with the enemy, or with pirates or smugglers, or in encounters with the Ships of friends by mistake, shall be continued to them as follows:— Officers wounded.

I. If the wound received shall occasion the loss of an eye, or a limb, or the total loss of the use of a limb, or be such as shall prove equally prejudicial to bodily exertion with the loss of a limb, the person so wounded shall be entitled to Full-pay during the time he shall appear by good proof, to have lain under cure, if no Pension shall have been settled upon him, or until a Pension shall have commenced.

II. If the wound does not amount to the loss of a limb, or is not equally prejudicial to bodily exertion, the continuance of Full-Pay in such case is not to extend beyond eighteen calendar months from the time the person was wounded, unless, under very special circumstances, the Admiralty shall see cause to order it for a longer time, nor for any period beyond which he may have been under cure, or after a Pension shall have been settled upon him.

28.

Petty Officers, Seamen, and Boys.

Petty Officers, Seamen, and Boys, shall commence Pay, according to their ratings, from the date of their entry into the Service, and their Pay shall cease on being finally discharged from it.

29.

Continuous Service Petty Officers, &c., sent to Hospital at Home.

In valided Abroad.

Warrant, Subordinate Petty Officers, Seamen, &c. wounded.

Time in Hospital to reckon as part of their time of service.

Petty Officers, &c., sent to Hospital Abroad.

Petty Officers, Seamen, and Boys, entered for continuous service, who may be sent to Hospital or Sick Quarters at Home, are to be allowed their full wages for thirty days, from the date of their being so sent; but, after the expiration of thirty days, Petty Officers, Able Seamen, and others of corresponding ratings, will (unless under the circumstances described in Article 33) be subject to a deduction of 10*d.* a day from their Pay; Ordinary Seamen and Second-Class Ordinary Seamen, 8*d.* a day; and Boys, 4*d.* a day, to be charged against them on the Ship's Books on their return from the Hospital or Sick Quarters; and continuous service Men and Boys, invalided from abroad, are to be subject to the same deductions from the date of their arrival in Hospital in England. After remaining three months in Hospital, they are to be discharged from off the Ship's Books, and cease pay as continuous service Men or Boys. But all Warrant Officers, Subordinate Officers, Petty Officers, Seamen, Marines, and Boys, who shall be wounded in action with the enemy, shall receive the full amount of their Wages or Allowances until their wounds shall be healed; or, if declared incurable, until they shall receive a Pension, or be admitted into the Royal Hospital at Greenwich.

The time during which continuous service Men or Boys remain in Hospital shall, until they are cured, invalided, or otherwise discharged, be allowed to reckon as part of their time of service.

30.

Petty Officers, Seamen, Marines, and Boys, who shall be sent to Hospital or Sick Quarters, *abroad*, are to remain checked (but not to be subject to any deduction from pay) until they return to their Ship, or are otherwise finally disposed of from Hospital or Sick Quarters. Should any such Men or Boys be left in Hospital or at Sick Quarters, they are, when the Ship to which they belong receives her final orders to quit the Station, to be marked "D.S.Qy." on the books, and to be disposed of by the Senior Officer on their recovery.

31.

Non-continuous

Petty Officers and Seamen, not entered for continuous service, and

not being wounded in action with the enemy, are to be discharged from off the Ship's Books at the expiration of thirty days after being sent to any Hospital or Sick Quarters at Home, provided they are not cured within that period. service Petty Officers, &c. sent to Hospital at Home.

32.

All Marines sent to Hospital or Sick Quarters at Home from any of Her Majesty's Ships' shall be discharged from off the Books of such Ships at the expiration of thirty days after being so sent, provided they are not cured within that period, and other Marines shall be embarked in their place from the nearest Head-Quarters. Marines sent to Hospital at Home.

33.

Whenever any person belonging to the Fleet shall be sent to a Naval Hospital or Sick Quarters at Home, for treatment of any serious bodily injury sustained by him while serving, and arising from an immediate act of duty, and shall in due course cease to be entitled to wages, the Admiralty are authorized to continue such person on Full-Pay or Wages for such further period during which he may remain in Hospital or Sick Quarters, on the same conditions, and subject to the same limitations with regard to time, as in the case of persons wounded in fight with the enemy, referred to in Articles 27 and 29. Any person receiving a serious bodily injury while serving on duty.

To enable the Admiralty to judge of the propriety of awarding this boon to Officers and others in each particular case, the respective Captains from whose Ships such patients are sent to Hospital, are to transmit, through the Commander-in-chief under whom they are serving, to the Secretary of the Admiralty, a detailed statement of the circumstances under which the wound or injury was received, together with a report from the Surgeon, describing the nature and extent of the same. Statement to be made.

34.

Petty Officers, Seamen, Marines, and Boys invalided abroad, or sent home in consequence of their Ships being put out of Commission, or their complements being reduced, shall continue on Full-Pay and Wages, according to their respective ratings, until disposed of in England; and the same rule shall also apply to continuous service Petty Officers and Seamen, and to Marines, whose time of service has expired and who are not re-engaged, or who claim and obtain their discharge after completing twenty or twenty-one years' service, as the case may be, to entitle them to Pensions. Petty Officers, Seamen, and Marines coming home from Abroad.

35.

Petty Officers and Seamen who are not entered for continuous service, and who claim and obtain their discharge after five years' service, are to retain the pay of the ratings they had in the Ships from which they were discharged, while they are on passage home, if they return in one of Her Majesty's Ships. Whether such persons shall do duty or not shall rest with the officer in command of the Ship in which they are embarked; and, if doing duty, a notation to that effect is to be inserted against their names on the Ship's Books. Discharge of non-continuous service men after five years' service.

36.

An allowance, in addition to their Full-Pay, under the designation of Command Money, is to be made to the under-mentioned Officers:— Command Money.

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Captains.

Captains.

	s.	d.	
In Ships with a complement of not less than 600 men	12	0	per diem.
In Ships with a complement of less than 600, and not less than 350 men	8	6	"
In Ships with a complement of less than 350 men	5	0	"

Flag Captains are to receive the lowest rate of Command Money whatever may be the complement of their Ships. Commodores of the 2nd Class are to receive the Command Money to which they may be entitled in the ships which they command. The Admiralty reserve to themselves the power of awarding the higher rates of Command Money to Captains commanding ships whose complements would not otherwise entitle them to the same, according as there may be circumstances rendering it advisable to do so.

Captains borne for special service on the books of any of Her Majesty's Ships, will, if considered to be entitled to Command Money, be paid the same at such rate as the Admiralty may in each case direct.

Commanders.

Commanders.

All Commanders appointed to the command of any Ship, Vessel, or Tender, shall receive Command Money at the rate of 2*s*. 6*d*. per diem.

Lieutenants and Masters.

Lieutenants and Masters.

All Lieutenants and Masters appointed to the command of any Ship, Vessel, or Tender, shall receive Command Money at the rate of 2*s*. per diem.

The date when Command Money shall commence and when it shall cease, is to be governed by the same rules as are applicable to the date of the commencement and termination of Full Pay.

37.

Allowance to Gunnery Lieutenants.

Gunnery Lieutenants, doing duty in that capacity in any of Her Majesty's Ships, shall be allowed 1*s*. a day, in addition to their pay, provided they have held the rank of Lieutenant for three years.

38.

Masters of Flag Ships except the Home Ports.

In consideration of the additional duties and responsibilities devolving on Masters of Flag Ships, an extra allowance of from 2*s*. 6*d*. to 5*s*. per diem will be granted to those Officers at the discretion of the Admiralty, according to the peculiar circumstances of each case; this allowance, however, will not be given to the Masters of the Flag Ships in the Home Ports.

39.

Masters and second Masters in charge of Warrant Officers' stores.

Masters who may have charge of Boatswains' and Carpenters' Stores, in the absence of those Officers, or in Ships in which no such Officers are allowed to be borne, shall, in consideration of the increased charge and duty given to them, and on rendering proper accounts of the same, receive, in addition to their Full Pay, the Allowances mentioned in the Table of Pay; or if they have the charge of only either the Boatswains' or of the Carpenters' Stores, then they are to be paid half of the said Allowance, for the period they may have executed the duty; and in the event of Gunners' Stores being placed in their charge, a proportionate

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Allowance is to be made to them, but the whole Allowance not to exceed the amount stated in the Table of Pay.

Second Masters (if placed in charge of the said Stores) shall receive the Allowances mentioned in the Table of Pay: or, in the event of having charge of the Stores of one Department only, a proportionally reduced sum, as in the foregoing case of Masters.

40.

Pilotage.

Payments, on account of piloting Her Majesty's Ships, may be made to Masters, Second Masters, and others, under such regulations, and at such rates, as the Admiralty shall from time to time establish.

41.

Allowance to Paymasters of Flag Ships, Troop Ships, and Steam Guard Ships.

Paymasters of Flag Ships, Troop Ships when actually conveying troops, and of Steam Guardships, will be allowed, under special circumstances, a sum varying from 2*s.* 6*d.* to 5*s.* a-day, at the discretion of the Admiralty, in consideration of the extra duty entailed by such service.

Remuneration for doing Clerk's duty.

When neither Assistant Paymaster Clerk nor Assistant Clerk is borne on the Ships' Books, though allowed in the complement, the Paymaster is to pay himself on Certificate approved by the Captain, extra pay at the rate of 2*s.* 6*d.* per day.

42.

Military Mess in Troop Ships.

For exercising a supervision and control over the Military Mess in Troop Ships, the Paymaster will be allowed 50*l.* per annum.

43.

Engineers in charge of Engines.

An Engineer or Assistant Engineer appointed to take charge of the Engines in any one of Her Majesty's Ships, is entitled to one shilling a-day, in addition to his Full or Sea Pay. In order to determine whether Engineers or Assistant Engineers in charge of Machinery are entitled to the extra shilling a day, the words "in charge of Engines" are to be inserted on the Ship's Books and Pay Documents against the names of all Engineers and Assistant Engineers who are in charge.

44.

Stationery allowance to Flag Officers,

A Money Allowance, for the purpose of providing Stationery, shall be made to Commanders-in-chief and Flag-Officers, and to senior Officers in command of Stations or Squadrons, at such rates as the Admiralty may, in each case, be pleased to direct.

45.

Stationery allowance to Paymasters.

A Money Allowance, according to the following Scale, will be granted to the Paymaster for binding the Ships' Books, and for providing the Stationery required in the performance of the public duties of the Captain and himself:—

1st, 2nd, and 3rd Rates	£18 per annum.
4th, 5th, and 6th Rates	15 „
Sloops	12 „
Smaller Vessels	8 „

46.

Allowance for Lodgings.

A Money Allowance to provide Lodgings, and in lieu of Provisions Lights, Lamps, Fuel, &c., will be made to Officers and others, under certain circumstances, at such rates as the Admiralty may from time to time establish.

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If, however, there should not be an Army Surgeon on board, the issue of lemon-juice and sugar to the troops is, under the Captain's approval, to be regulated by the Surgeon of the Ship.

12.

Paymaster's Instructions.

For further directions relative to provisions, and the mode of victualling persons borne on the books of Her Majesty's Ships, and also with respect to the gratuitous issues of bedding, clothing, &c., the respective Flag Officers and Officers in command, are to be governed by the Instructions which the Admiralty may, from time to time, establish for the guidance of the Paymasters of the Navy.

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THE Officers, Petty Officers, Seamen, [illegible]
to Her Majesty's Ships, [illegible]
and ratings, at the rates of [illegible]
Pay inserted in the Appendix, [illegible]
such regulations as are contained in the [illegible]
the Royal Navy.

A Flag Officer, or Commodore [illegible]
Full-Pay from the date of his [illegible]
Broad Pendant, and shall continue [illegible]
Pendant shall be struck by order of the [illegible]
authority.

A Commodore of the First Class [illegible]
Chief steward, shall commence [illegible]
the order to hoist his Broad Pendant [illegible]
[illegible]ncy for an Officer of that rank [illegible]
[illegible]y from the date of his Commission.

[illegible] the event of [illegible] Officer [illegible]
[illegible] to be allowed [illegible]
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A Captain [illegible]
his Commission [illegible]
by order of [illegible]

A Co[illegible]
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Where there are no special orders as to the amount to be paid Officers of Her Majesty's Ships, compelled to reside on shore, will be granted the following allowances for Lodging:—

	s.	d.	
To Officers in command of rated Ships or of Sloops	4	6	a-day.
To Ward Room Officers	3	6	"
To Gun Room and Warrant Officers	2	6	"

47.

Seamen acting as Stokers.

When it may be absolutely necessary to employ Seamen or others to act as Stokers or Coal-Trimmers in Her Majesty's Steamships, the difference of Pay between the ratings held by such Seamen, or others, and that of Stoker, shall be paid to them under such regulations as the Admiralty may be pleased to establish.

48.

Pay of Stokers when within the tropics.

Leading Stokers and Stokers of Her Majesty's Steamships (not Kroomen), being actually employed, *and doing duty* on board such Ships *while the steam is up, within the tropics*, (but not when the fires are banked only), are to be entitled to half the Pay of their rating in addition, which additional Pay is to be paid to them under such regulations as the Admiralty may be pleased to establish.

49.

Petty Officers and Seamen not entered for continuous service.

Petty Officers and Seamen who do not volunteer for continuous service under the provisions of Her Majesty's Order in Council of 1st August, 1853, and of the Act 16 and 17 Victoria, Chapter 69, are to be considered as entering for five years, if their services should be so long required; and all men, whether entered for continuous or limited service, who, in cases of emergency, may be detained in the service after the period for which they were originally liable to serve shall have expired, shall be entitled to receive, for such extra service 2*d.* a-day in addition to the Pay of their respective ratings, and Commanding Officers are to be careful to note in the Ship's Books, and all Pay Documents, from what date such men are entitled to additional Pay.

If Men are detained beyond their period of service.

50.

Non-continuous Petty Officers and Seamen remaining abroad.

When Petty Officers and Seamen, not engaged for continuous service, volunteer to remain abroad, on the ships to which they belong being ordered home, they are to be considered liable to serve for five years from the date of their fresh entry in the Ship to which they may volunteer.

51.

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Good Conduct

Petty Officers and Seamen, on whom Good Conduct Badges have been conferred, will (unless holding ratings, or being in a position not

	s.	d.	
If employed in Ships of the 1st Rate (including Guard Ships of the Steam Reserve)	3	6	per diem.
Ditto 2nd Rate	3	0	"
Ditto 3rd Rate	2	6	"
Ditto 4th Rate	2	0	"
Ditto 5th Rate	1	6	"
Ditto 6th Rate	1	1	"
If employed in Sloops, &c., with a complement of 100 Men and upwards	0	8	"
If employed in Smaller Vessels	0	4	"
Ships' Stewards' Assistants employed in Tenders, and other vessels in which no Ship's Steward is borne	0	4	"

Ships' Stewards of Troop Ships are to be paid Victualling Store Allowance as for a fifth rate; and when Troops are embarked on board, or victualled from, one of Her Majesty's Ships, the Ship's Steward will be entitled to an Allowance, in addition to the foregoing, of 3*d.* per diem for every fifty Military Officers and Troops borne on the Ship's Books, but no allowance is to be made for any lower number, unless there be within ten of fifty, nor for Women or Children.

53.

Cooking Allowance to Ships' Cooks.

A Cooking Allowance is to be paid to Ships' Cooks, under such regulations as the Admiralty may, from time to time, establish, according to the following Scale:—

	s.	d.	
If employed in Ships of the 1st Rate	1	6	per diem.
Ditto 2nd Rate	1	4	"
Ditto 3rd Rate	1	2	"
Ditto 4th Rate	1	0	"
Ditto 5th Rate	0	10	"
Ditto 6th Rate	0	8	"
If employed in Sloops, &c., with a complement of 110 Men and upwards	0	7	"
If employed in Smaller Vessels	0	6	"

In Troop Ships, where there is a separate galley for the use of the Troops, and a Seaman is selected to act as Cook for them, he is to be paid the Cooking Allowance for a fifth rate while so employed, in addition to the pay of his rating. The Ship's Cook is to be paid the allowance according to the rate of the Ship, unless he cooks for the Troops, when he is to be paid the Cooking Allowance for a fourth rate.

54.

Tool-Money to Artificers.

Carpenters, Carpenters' Mates, Carpenters' Crew, and Shipwrights, Caulkers, and Caulkers' Mates (if employed in the Carpenter's Crew), are, when paid wages, to be entitled to three-pence a-day, and Coopers and Cooper's Crew, two-pence a-day each, in addition to the pay of their ratings, on its being duly certified that they have provided themselves with a complete set of tools.

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55.

Allowance to Gunnery Instructors, &c.

Gunnery Instructors are to be paid sixpence a-day,—Seamen Gunners, with First-Class Certificates, four-pence a-day,—Seamen Gunners with Second-Class Certificates, two-pence a-day,—Trained Men, one penny a-day,—and Divers, one penny a-day, in addition to the pay of their respective ratings on the Ship's Books.

56.

Persons doing the duty of Seamen's Schoolmaster.

In any Ship where no Seamen's Schoolmaster is serving, and where, under Article 87, at page 346, the Captain directs some competent person to perform the duties of Seamen's Schoolmaster, the said person, for so doing, shall be entitled to receive, in addition to his pay, such a sum as shall make his pay equal to that of Seamen's Schoolmaster; and if a Petty Officer should be selected for the duty, he is to be allowed, at his option, 5*l.* a-year, in addition to his pay as a Petty Officer, or the pay of a Seamen's Schoolmaster in lieu of that appertaining to the rating he holds: such sum, in each case, to be paid on a certificate from the Officer in command, setting forth that the duty was performed by his authority, and to his satisfaction, and without neglecting any other duty which the person was, by his rating, bound to perform. The number of Men and Boys instructed (distinguishing each) must also be noted on the certificate.

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Chapter XXVII.

SPECIAL DEDUCTIONS FROM PAY AND ALLOWANCES.

1.

If any unauthorized or improper purchase of Stores, Provisions, or anything whatsover be made by any Officer, or any extraordinary Public Expense be incurred by him, or if any Stores or Provisions of any description be lost, embezzled, or spoiled, through the misconduct or negligence of any Officer, or any unnecessary expenditure of any article whatsoever be ordered by him, the Pay and future Half-Pay of such Officer shall be made answerable for the same, and shall be stopped until the Government shall be perfectly reimbursed for every loss or improper expense which he may have caused.

Unauthorized expenditure or improper purchase of Stores, &c.

2.

If any Stores or Provisions shall, through wilfulness or carelessness on the part of any person be lost, destroyed, or embezzled, the circumstances, with the names of the offenders, shall be mentioned in the Ship's Log Book, and in the accounts of the Officers who had charge of the articles; and shall be noted also against the names of the offenders in the Ship's Books, to prevent their receiving their wages until the amount of such Stores or Provisions shall have been deducted therefrom. The dates of the respective losses are to be noted against each charge on the Record-Book, and all Pay Documents.

Loss or embezzlement of Stores.

Dates to be recorded.

3.

I. If any person belonging to one of Her Majesty's Ships, whether borne as a Supernumerary or part of the complement, shall absent himself from his duty without leave, and shall fail to acquaint his Commanding Officer with a good and sufficient reason for his absence, to be judged of by the said Commanding Officer, he shall be checked accordingly on the Ship's Books, on the day following his absence, and at the expiration of ten days, if he should not have returned, he shall be discharged "Run," on the day previous to his being so checked.

Persons absent without leave, when to be marked "Run."

II. Petty Officers, Seamen, Marines, or Boys, who quit their Ships without leave, or who, when detached on duty, improperly absent themselves therefrom, may, if apprehended before the expiration of ten days, and without the precincts of a Dock-yard or other Government Establishment in which they were employed, be treated either as Stragglers, or as Deserters, according to circumstances, to be judged of by their respective Captains.

If apprehended before 10 days.

III. No reward shall be offered or paid for the apprehension of any Commission, Subordinate, or Warrant Officer, unless with the permission of the Commander-in-chief or senior Officer present.

Apprehension of Officers.

IV. In cases of Desertion, a reward not exceeding 3*l.*, and in cases of Straggling not exceeding 1*l.*, is to be paid to the person by whom the

Rewards for apprehending Deserters and Stragglers.

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Deserter or Straggler may be brought on board the Ship to which he belongs, or delivered up to any Naval Officer authorized to receive him at the port from which he may have deserted, or to which he may have been ordered to be sent; but no such reward can be paid to any person belonging to the Fleet, nor to any other person for the apprehension of Deserters or Stragglers within the precincts of a port or place where there is a regularly organized Naval Police force. The sum of 3*l.* is to be paid only for the apprehension of men who have been arrested within three months from the date of their having deserted, and 2*l.* after the expiration of that time.

No reward to be paid to persons belonging to the Fleet. In what case Police may be paid Extra Pay.

v. Although no reward is to be paid to the Police of Her Majesty's Ships or other persons in the Fleet, they are, whenever they may be sent on shore expressly for the purpose of collecting Stragglers or Deserters, to be paid the amount of Extra Pay applicable to their rating by Article 1, at page 218 of these Instructions, provided they have been absent from their Ship for more than six hours, and provided the commanding Officer is satisfied with the manner in which the duties have been performed; and they are to be further allowed the amount of any expenses actually incurred in apprehending and conveying the Stragglers or Deserters on board.

4.

Rewards and certain expenses to be charged against the Deserter or Straggler.

See Art. 23, *p.* 109.

In addition to the reward to be given for the apprehension of Deserters and Stragglers (which, at the time of payment, is to be charged against them), there shall be paid to the person or persons bringing them on board, such expenses attending their lodgment, subsistence, and travelling, as may appear to have been fairly incurred, and to be in accordance with such regulations as the Admiralty may, from time to time, establish on this head. Such expenses are to be separately charged against the wages of the Deserters or Stragglers on the Books of the Ship to which they are brought.

5.

Persons absent without leave on Ship sailing, how to be dealt with.

When any person borne on the Books of a Ship about to proceed, abroad, or to cruize, and whose duty it was to be on board the said Ship, shall be absent without leave, the Commander-in-chief, or senior Officer present, may order his discharge, and direct the commanding Officer to place an "R.Q." against his name. Should the person so absenting himself return, or be apprehended and brought back to, the Port, and satisfy the Captain of the Ship in which he is received, that he had no intention of deserting, he is to be borne for passage to his proper ship, where his offence will be more particularly inquired into, and where he will be dealt with as his case may appear to deserve; but should there be any reason to suppose that he did intend to desert, then the Captain of the Ship in which he is received in the first instance, will, if he be a Petty Officer, Non-commissioned Officer, or Leading Seaman, with the permission of the senior Officer present, temporarily disrate him, and bear him for passage as aforesaid,—in either case informing the Captain of the ship to which the Deserter belongs, of the particulars under which he was received, disrated, or retained in his original position, in order that his own Commanding Officer may deal with him as in his judgment may seem proper. And no application for the removal of the

Removal of "R."

"R." placed against the name of any person under this regulation, will be entertained by the Admiralty, except when the same shall be made by the Officer in command of the ship from which such person may have been improperly absent, and then only under circumstances of subsequent very good conduct for a period of at least six months under the said Officer, and upon clear evidence, direct or circumstantial, that the person did not intend to desert.

6.

Every person subject to the Naval Discipline Act, who shall be absent without leave, or whose absence may have been caused by imprisonment under any commitment for any offence against the law, shall forfeit out of his wages—exclusive of all charges of apprehension, &c., in the case of Deserters and Stragglers—the amount specified in the scale in the Appendix, according to the time he may have been improperly absent. Charge against wages for absence without leave. *Appendix*, 118.

7.

When a man belonging to the Militia is entered in Her Majesty's Navy with the sanction of the Commanding Officer of the Regiment to which he belonged, his Bounty Money (10*s.*) is to be repaid to the Regiment, under the direction of the Captain, by the Paymaster of the Ship in which the man is entered, and the same is to be charged against his growing wages on the Ship's Books. On this repayment being made, the man will receive a Certificate of release from the Militia service. Men entered for the Militia.

8.

A Deserter from the Militia, entering on board any one of Her Majesty's Ships, is, unless sentenced to imprisonment for such desertion under the Act 17 and 18 Victoria, Chapter 105, to be charged 1*d.* a-day against his wages on the Ship's Books for eighteen calendar months; and the Captain of the Ship in which the Deserter is discovered is to communicate to the Commanding Officer of the Regiment to which he belonged the fact of such charge having been made. Deserters from the Militia.

9.

I. A deduction, at the rate of 5*l.* a-year is to be made from the pay of each Acting Sub-Lieutenant, Acting Second Master, Midshipman, and Naval Cadet, who receives tuition from the Naval Instructor, and the amount thereof is to be paid to that Officer, quarterly, by the Paymaster of the Ship, under the direction of the Captain, who will cause the Naval Instructor to furnish him with a Return, according to the form given in the Appendix, of all the Gentlemen under instruction during the quarter for which this allowance is claimed; in which Return Masters' Assistants are to be included (if instructed), but no deduction is to be made from their pay on account thereof, the expense of their tuition, in this case, being defrayed by the Admiralty. The Return in question is to be attached to, and sent into Office, with the voucher for payment. Tuition money. *Appendix*, 134.

II. In Ships where no Naval Instructor is borne, and where the Acting Sub-Lieutenant, Midshipmen, and Naval Cadets, may be under the tuition of the Master or Second Master, the above deductions are to be made, and the amount paid, in the manner before described, to the Master or Second Master entitled to receive the same. Where no Naval Instructor is borne.

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Amount of deduction.

III. The Paymaster of the Ship will be held responsible that the deductions on account of instruction are duly charged on the Ship's Books against the respective persons under tuition, at the following rates:—

	£	s.	d.
For a Quarter	1	5	0
For One Calendar Month	0	8	4
For each Day Short of One Calendar Month	0	0	3

When not to be made.

IV. The deduction is not to be made when the person under tuition shall be in Hospital, nor for any period during which he may be absent on duty, or on leave, beyond four days.

10.

Subscriptions.

Whenever the Officers and Crew of a Ship are permitted to enter into a Subscription for Charitable or other Purposes, the Captain is to take care that the sums so subscribed be charged against each of the Subscribers on the Ship's Books and all Pay Documents, in order that the necessary deductions may be made from their pay. He is also to cause a List of the Subscribers to be made out, which is to be signed by each individual against the sum he contributes. The List is to be attested by the Paymaster, and approved by the Captain, and transmitted in a letter, through the Commander-in-chief of the Station or Squadron, to the Secretary of the Admiralty. Whenever it be practicable, however, the sums subscribed must be received, from the respective subscribers, by the Paymaster, who is to debit himself with the total amount so received in his monthly Cash Account.

List of Subscribers.

11.

Stamp tax on Commissions.

Commissions or Appointments for Officers on Full Pay, will be forwarded to the Captain of the Ship to which such Officers may be appointed; and, should there be a Stamp duty chargeable thereon, the following course is to be observed:—

How to be charged.

On the receipt of the Commission or Appointment on board, the Paymaster of the Ship is to note against the Officer's name on the Ship's books the value of the Stamp duty with which he is chargeable, as shown upon the instrument in question, which sum is to be abated from the pay due to the Officer at the end of the Quarter, and inserted in the Quarterly pay account of the Ship. The Stamp duty is only to be recovered by deductions from pay, and is not to be received in cash by the Paymaster, otherwise the Officer will be liable to a double payment.

Officers on Half-pay.

Officers upon Half-pay are to require the persons who pay them to stop the amount of the Stamp duty; or, if paid by bill upon Her Majesty's Paymaster-General, it is to be abated on the face of the bill, and the net amount only is to be drawn for.

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Chapter XXVIII.

EXTRA PAY.

1.

Extra Pay, at the rates specified, will be granted to the following Officers, Men, and Boys of Her Majesty's Ships in Commission, when employed as undermentioned by the special orders of a Commander-in-chief or senior Officer present, provided such orders shall express the work to be performed as an "Extra Duty":—

		Per Diem each. s.	d.	Under what circumstances to be paid.
I.	Lieutenants of the Navy, Captains of Marines, and Masters . . .	3	0	When employed in navigating a Ship in the Reserve from one port to another, to commence the day following that on which they cease victualling on board their own Ship, and to end the day previous to that on which they return to their own Ship.
II.	Other Officers ranking with Lieutenants of the Navy, and Lieutenants of Marines, Surgeons, Paymasters, Assistant Surgeons, and other Ward-room Officers . . .	2	6	
III.	Sub-Lieutenants, Second Masters, and other Officers with them	2	0	
IV.	Warrant Officers . . .	1	6	
V.	Subordinate Officers . .	1	6	
VI.	Chief and First-Class Petty Officers and Serjeants of Marines	1	3	
VII.	Second Class Petty Officers, Corporals of Marines, Leading Seamen, Able Seamen, Stokers, Artificers (not being Petty Officers), Yeomen of Store-rooms, Second Captains of the Hold, and Artificers not being Petty Officers	1	0	
VIII.	Private Marines, Drum-			

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	Per Diem each. s.	d.	
x. Engineers . . .	6	0	While employed repairing the Machinery or Boilers of Her Majesty's Steam Ships, other than the Ships to which they are attached themselves, either as part complement or as supernumeraries, unless borne for the special purpose of executing such repairs, in which case they are to be entitled to extra pay.
xi. Assistant Engineers, 1st Class . . .	5	0	
xii. Assistant Engineers, 2nd Class . . .	4	0	
xiii. Stokers and others employed as Mechanics	1	6	
Not belonging to the Reserve Guard Ships.			
xiv. Warrant Officers .	2	0	While actually employed in lifting and laying down moorings, loading or unloading Ships, fitting out other ships of war, &c., or while employed in any heavy works in Dock-yards or other Establishments; always provided that such employments do not appertain directly to the service of the Ship to which they themselves belong, or to the Tender or Tenders of such Ships; and, in particular cases, at the discretion of the Commander-in-chief or senior Officer, while employed to execute any heavy works on board any of Her Majesty's Ships, other than those to which they themselves belong.
xv. Chief and First-Class Petty Officers, and Sergeants of Marines, and others of equivalent ratings . . .	1	3	
xvi. Second-Class Petty Officers, Corporals of Marines, Leading Seamen, Able Seamen, Stokers, Artificers (not being Petty Officers), Yeomen of store-rooms, Second Captains of the Hold, and others of equivalent ratings .	1	0	
xvii. Private Marines, Drummers, Ordinary Seamen, and Second-Class Ordinary Seamen, and others of equivalent ratings .	0	9	
xviii. Boys . . .	0	3	
xix. Artificers (including all Men employed as such, whatever their ratings may be on the Ship's Books), viz.:— Carpenters, Sailmakers, Ropemakers, Caulkers, Blacksmiths, Coopers, Armourers, Shipwrights, Tinsmiths, Plumbers and Painters	1	3	While employed as such in the execution of any works on board any of Her Majesty's Ships, other than those to which they themselves belong; or in Dock-yards or other Establishments, provided such employment does not appertain directly to the service of their own ship, her Tenders or Boats.
	Per Hour.		
xx. Divers . . .	1	6	While actually employed in Diving

2.

Crews of Reserve Guard Ships. It being part of the regular duty of the crews of the Steam and Sailing Reserve Guard Ships to perform various services in Ships belonging to the Reserve, or not yet Commissioned, and in the dock-yards, such services are not to be regarded as *Extra Duty*, entitling to

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Extra Pay; but when such work involves extra wear and tear of Clothing, the following rates of Extra Pay are to be allowed to the persons so employed:—

Rates.

	Per Diem, each s.	d.
To Warrant Officers (when employed specially with working parties, and not on board the Ships to which they are properly attached) . . .	1	0
To Working Petty Officers, Seamen, and others .	0	6
Also to Seamen in Coal Depôts, when employed in coaling ships or receiving coal	0	6

Pay lists.

It is to be stated upon the Pay Lists on which such Extra Pay is paid, that the work performed was of such a nature as to entitle the working parties to be paid under the above regulation.

When persons belonging to Steam or Sailing Reserve Guard Ships are employed upon heavy work on board Ships in Commission, they are to be allowed Extra Pay only at the rates stated in this article, whether associated with other men or not; unless when employed considerably beyond the regulated working hours, in which case they are to be allowed Extra Pay at the rates authorized by Article 1. In all such cases the reason for their being paid at the higher rates is to be stated on the Pay Lists.

When employed on board Ships in Commission.

3.

When Vessels not in commission are appropriated for special services, as in conveying machinery between the Ports or otherwise, the Officers and Men wholly lent and employed in such services are to receive Extra Pay at the rates specified in article 1, for the first fourteen days only: after which, they are to be entitled to Extra Pay only when actually employed in loading and unloading machinery, or on such other work as would usually entitle the persons so lent to Extra Pay, if they formed part of the crews of other Sea-going Ships.

Ships not in Commission conveying Machinery.

4.

Masters of Home Guard Ships employed swinging Her Majesty's Ships for the adjustment of their Compasses, are to be paid for the same at the following rates:—

Rates for swinging Ships to be paid to Masters of Home Guard Ships.

	s.	d.
For each Line-of-Battle Ship and Frigate . .	10	0
For each Sloop	7	6
For each Smaller Vessel	5	0

5.

Officers, Petty Officers, Seamen, Marines, and Boys, employed by order of the Admiralty on special services, may be allowed such extra rates of Pay as the Admiralty, under the circumstances of each particular case, may be pleased to award.

Special Services.

6.

Commanders-in-chief and senior Officers are not to order the employment of Officers and Men for the above specified extra rates of Pay, except in cases which may render it essentially necessary for the good

Extra Pay not to be authorized except in special cases.

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Not for common services.

of the public service to do so. These Regulations, therefore, do not warrant Extra Pay for common occasional services, as for assistance of boats to water a Ship, or to tow a Ship, or to take off stores, and such like temporary occurrences continually happening, but is meant to apply to cases where heavy work in dock-yards, of loading and unloading ships, or in fitting out other ships of war, &c., are required with particular expedition. It is, therefore, left to the discretion of the Commander-in-chief or senior Officer to decide, on the spot, how far the service required may, with reference to its urgency and continuance, or to any extra wear of Clothing likely to arise from its performance, render it proper to authorize such extra charge; and the reasons for so authorizing it must be specified in each order for Extra Pay.

7.

Particulars to be noted on the Pay Lists.

In accordance with the foregoing Regulations, not only the nature of the work performed, but the grounds on which it has been authorized to be paid for as an *Extra Duty*, are invariably to be stated on the Pay Lists. These lists are to be made out in duplicate; one to accompany the Paymaster's Monthly Cash Account, the other to be retained by him, in case the original might be lost.

8.

By whom payments are to be made.

In all cases, separate Pay Lists are to be made out for persons belonging to different Ships, and the payments are to be made thereon by the Paymasters of the Ships to which the persons belong, and not by other Paymasters, or naval Accountants on shore, unless in exceptional circumstances, to be clearly explained on the Pay Lists.

9.

Mixed Services.

When Working Parties are employed on mixed services at Foreign Yards, such as clearing Transports, &c., the expense incurred on each service should be distinguished as far as possible, stating the Names of the Vessels for which the service has been performed, in order that such expense may be recovered from the owners, when the vessel does not belong to the Royal Navy.

10.

Kroomen.

Kroomen and native Africans are not to be considered as entitled to Extra Pay, except in cases of bonâ fide skilled Artificers, on the West Coast of Africa, who may be paid 1*s.* per day Extra Pay, when employed in skilled labour under circumstances which would entitle Ships' Artificers to Extra Pay.

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Chapter XXIX.

ALLOWANCES FOR LOSS OF CLOTHING, INSTRUMENTS, &c.

1.

Officers of all ranks in the Royal Navy and Marines, and also Seamen and Privates of Royal Marines, shall receive a compensation for the loss of their Instruments, Clothing, and other Effects, on service,—provided they shall be acquitted of all blame as to the cause of any such loss. Compensation for losses.

2.

The principle upon which allowances for articles lost on service are granted, is that of enabling individuals to re-equip themselves for service: and allowances are, therefore, not to be considered as given for the purpose of making good the full amount of loss sustained. Principle on which it is given.

3.

Allowances are to be only made for losses which have been altogether unavoidable, such as— Only for unavoidable losses.

Losses in action with the enemy;
By accidental fire;
By shipwreck;
By capture at sea;

Provided that, in all these cases, every exertion was used to prevent the loss; and that it was not incurred by the neglect or fault of the applicant for relief; and in no case will an allowance be made exceeding the maximum sums stated in the Schedule. *Appendix*, 158.

4.

If the Admiral or Commanding Officer of the Squadron on the spot shall be satisfied, on inquiry, that losses have been unavoidably sustained, which in his opinion may admit of compensation on the principles laid down in the foregoing Regulation, though not precisely specified therein, he shall be at liberty to make a special representation thereof, transmitting the necessary proofs to the Secretary of the Admiralty for final decision. Special cases.

5.

No claim will be admitted for losses incurred by Officers or Men who are not still living. Deceased Officers, &c.

6.

Whenever Baggage or articles of Equipment are sent by a Vessel, in which the Officer to whom they belong is not himself a Passenger, it is incumbent upon such Officer to protect himself against Loss by effecting an Insurance thereupon; and if he has an opportunity of doing so, and neglects to avail himself of it, no compensation will be given by the public for any loss that may happen. Baggage sent in another Ship should be insured.

If any loss shall occur under circumstances which give the Officer a claim to indemnification from the party through whose fault it happened, Claim on another party.

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no allowance for such loss will be made by the public; but should the Officer desire it, and lose no time in making application to the Officer commanding Her Majesty's Ships on the spot, an inquiry will be ordered by him, and every assistance rendered in substantiating the claim, by making the necessary inquiries, and obtaining proper documents to prove the facts of the case.

7.

Losses on service.

When losses occur on service, the Admiral shall order, with all convenient despatch, an investigation of claims arising from those losses, which inquiry is to be conducted on the principles laid down in this Regulation, and the several proofs to be produced in the forms described in the Appendix; and the whole of the proceedings, or certified copies thereof, are to be transmitted to the Officer commanding the Squadron, for his observations and opinion, and by him forwarded to the Secretary of the Admiralty, for final decision.

Appendix, 159.

8.

When no claim is to be allowed.

In all cases which are not attended with the entire loss of clothes of an Officer, Seaman, or Marine, no claim is to be allowed, unless the loss extends to the value of one-fourth of the amount allowed as compensation for the whole in each rank; and a list of the articles lost shall be delivered, and the investigating Officer shall report whether he deems one-fourth, one-half, or three-fourths of the sum allowed for the whole, a sufficient compensation for the loss so sustained.

9.

Claim to be made within one month from the date of loss.

If an Officer, Seaman, or Marine, shall have neglected to bring forward his claim for a period exceeding one month from the date of his loss, this delay shall be considered a sufficient reason for rejecting the claim, however valid it may be in other respects; unless the claimant can prove that he was unavoidably prevented from making an earlier claim.

10.

Naval Departments.

All Officers and others in the Naval Departments proceeding on service by Order from the Admiralty, or other competent authority, and provided they are embarked in Vessels pointed out by such authority, are deemed to be included in the foregoing Regulations.

Personal Losses of Officers.

11.

Value.

The whole Equipment of Officers of the several ranks, including the articles in wear, shall be valued according to the Scale in the Appendix.

Appendix, 158.

12.

Form of Claim.

The claims of all Officers to Allowance for articles lost on service, shall be made out, and certified according to the form in the Appendix; and separate lists shall be transmitted of all Instruments and Books on subjects strictly professional, showing their original cost. In case of an Officer claiming compensation for the loss of a Chronometer, Sextant, or other instrument, a certificate must be produced from the Officer in command that the article lost was used in the navigation of the Ship; and the number, and maker's name, of a Chronometer lost, are to be specified. If the Officer shall be entitled to compensation, the

Appendix, 159.

Instruments.

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Hydrographer of the Admiralty will be instructed to cause instruments to be supplied to him in lieu of those lost.

13.

If Losses should occur in other situations, where a greater extent of equipment is absolutely required by the nature of the service, the actual amount of loss suffered, and the circumstances attending it, may be specially stated at any inquiry appointed for the investigation of losses; such inquiry proceeding, in the investigation of the claim, upon the same principle as in the preceding Article. The opinion of the Officers assisting at such inquiry is to be forwarded for the consideration of the Admiralty. Equipments for special services.

14.

No Allowance shall be granted for losses sustained by Officers when proceeding on, or returning from, leave of absence. Leave.

15.

No claim shall be admitted on account of the loss of Money, being the private property of individuals. Money.

Losses of Petty Officers and Seamen, and of Non-commissioned Officers and Private Marines.

16.

Claims on account of Losses on Service by Petty Officers, Non-commissioned Officers, Seamen, and Marines, individually, are to be made out and certified according to Form in the Appendix. Form of Claim. *Appendix*, 159.

17.

All admissible claims of this description shall be settled by allowing for the whole, or for a certain proportion or rate of a complete set of Bedding or Clothing, according to the circumstances of each case. Proportion of Claim.

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Chapter XXX.

PASSAGE ALLOWANCES.

1.

List of Passengers.

Appendix, 72.

Every Captain or Officer in the command of one of Her Majesty's Ships or Vessels shall keep, and shall transmit quarterly to his Commander-in-chief, or the Secretary of the Admiralty, a list, according to the prescribed form, of every Passenger (not being Naval or Military Passengers embarked on service) that may be received on board.

2.

Passages not to be given without an Admiralty order.

Exception.

No passage, at the public expense, is to be given, either abroad or at home, without a special order from the Admiralty; except in any case which should be such as, in the opinion of the Admiralty, to warrant the senior Officer of any of Her Majesty's Ships abroad taking on himself to deviate from this Regulation; any Officer who shall give or order any passage without such authority, will himself be liable for all the expenses incurred.

3.

Provisions allowed.

Money allowance for entertainment.

The usual proportions of provisions may be allowed for every Passenger, and for each Servant received by order, the expense of which will be borne by the Naval Department; besides which, to cover the additional expenses necessarily incurred on such occasions, the Officers, at whose table the Passengers shall be entertained, will be further allowed a sum, according to the rank and number of Passengers, and the length of their stay; except in instances of Passages of Royal Personages, as well as of Foreign Persons of Rank, which will be separately considered.

4.

Ambassadors and the Viceroy of India.

Ambassadors, and the Viceroy and Governor-General of India, will be paid for personally at the rate of 6*l.* per diem for the first *seven* days, and afterwards at 25*s.* a-day. The individuals composing the suit at 25*s.* a-day, for each male person above the age of 16; two-thirds of that sum for every female above 16; one-third for such of either sex as shall be between the ages of 7 and 16; and one-fourth for such as may be under 7 years of age, for every day they shall be entertained at the Captain's table.

5.

Governors, Ministers, Commanders-in-chief of Forces, and others.

Other Governors of Her Majesty's Colonies, Ministers Plenipotentiary, Envoys, Commanders-in-chief of Forces (*if Generals, Lieutenant-Generals, or Major-Generals*), Secretaries of Legation, Chargés d'Affaires, &c., will be paid for personally at the rate of 4*l.* per diem for the first *seven* days, and afterwards at 21*s.* a-day. Governors of small Colonies, Lieutenant-Governors, and Bishops, will be paid at the rate of 3*l.* per diem for the first *seven* days, and afterwards at 21*s.* a-day. The individuals composing the suite at 21*s.* a-day, for each male person above the age of 16; two-thirds of that sum for every female above 16; one-third for such of either sex as shall be between the ages of 7 and 16; and one-fourth for such as may be under 7 years of age for every day they shall be entertained at the Captain's table.

6.

General Officers and Consuls.

General Officers, Consuls, and other Individuals entertained at the

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Captains' table, will be paid for at the rate of 21*s.* a-day for the first fourteen days, and 15*s.* a-day afterwards. Field Officers on the Staff, Colonels, and Lieutenant-Colonels will be paid for at the rate of 15*s.* a-day. Except for the families of Army Officers, two-thirds of the said sums shall be allowed for every Female above 16 years of age: one-third for those of either sex between 7 and 16 years of age; and one-fourth for such as may be under 7 years of age.

Field Officers on the Staff. Colonels, and Lieutenant-Colonels.

7.

Vice-Consuls, Naval Storekeepers, and other Individuals entertained at the table of a Lieutenant commanding a small Vessel, or at the Lieutenants' Mess on board any of Her Majesty's Ships, will be paid for at the rate of 12*s.* a-day for the first fourteen days; and 9*s.* a-day afterwards; the same proportionate deductions from the said sums being made as in Article 6, for Females and Children.

Vice-Consuls, Naval Storekeepers, &c.

8.

Majors not on the Staff, and Officers of the Army below the rank of Field Officers, when embarked on service, with or without their Regiments, and entitled to be provided with passages at the Public Expense are to join the Lieutenants' Mess, and to be paid for at the rate of 9*s.* a-day each, for the whole time they may be entertained at such Mess; but when the whole number cannot be received at the Lieutenants' Mess, they may be entertained at the table of the Captain, or Commander, and are to be paid for at the rate of 12*s.* a-day each, for the first fourteen days, and afterwards at 9*s.* a-day.

Majors not on the Staff, and Army Officers below the rank of Field Officers.

Females and Children permitted to accompany Army Officers proceeding on service cannot be paid for at the Public Expense, but such arrangements may be made regarding their entertainment as may be agreed upon between the Military Officers and the Mess at which they may be entertained, and in no case is a greater charge to be paid for a Wife or Female than two-thirds of the amount paid for the Officer, or than one-third for Children of either sex between 7 and 16 years of age, and one-fourth for those under 7 years of age.

Families of Army Officers not to be paid for at the public expense.

Officers of the Civil Branch of the Army, of all ranks, shall be entertained at the Lieutenants' table.

Officers of the Civil Branch.

9.

In the event of more than one distinguished person being embarked in a Ship-of-war at the same time the person of the highest rank is to be paid for under Article 4 or 5, according to the rank he may hold, and the others only at the rate of 25*s.* or 21*s.* a-day each, as the case may be.

When more than one distinguished person is embarked.

10.

Officers of the Army entertained at the Midshipmens' Mess will be paid for at the rate of 6*s.* a-day; other individuals will be paid for at the rate of 9*s.* a-day for the first fourteen days, and 6*s.* a-day afterwards; the same proportionate deductions from the said sums being made as in Article 6, for Females and Children.

Officers of the Army messing in the gun room.

11.

The sums specified in the Scale of Allowances include a provision for a reasonable number of servants, and for extra expenses of every kind, except bedding, and such fittings as the Dock-yard may be ordered to furnish.

Money allowance to cover servants, &c.

The Admiralty are authorized to depart from the scale, in cases where

Scale of allowances

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may be departed from by the Admiralty.

they consider the allowances more than adequate to meet the expenses incurred for the entertainment of the Passengers embarked, and to increase them when they deem them not to be sufficient.

12.

Passages may be ordered for Superintendents, &c.

In the case of Superintendents, and Naval Storekeepers and their Families, the Commander-in-chief, or senior Officer on a Foreign Station, is authorized to order passages without a previous order from the Admiralty.

13.

Persons joining an inferior mess.

When Persons ordered Passages shall prefer to join an inferior Mess to that they are entitled to join by their rank, they are to be permitted to do so. If any person entitled to be entertained at one table, should by personal invitation or favour, be received at a superior table, no additional allowance will be granted for his entertainment; and if he change to an inferior table, such allowance only will be made for his entertainment there as would be given for a person of the proper rank for entertainment at such inferior table.

14.

Payment of passage money.

When an Officer is directed to make preparation for any Passengers, whether at home or abroad, half the estimated amount of the whole expense will be paid to him, or to his Agent, under the authority of the Admiralty, on application being made by the Officer; and when the said Officer shall report, through his Commander-in-chief, the completion of the service, stating the names of the Passengers, and the number of days they were actually entertained on board, and with whom, and enclosing also a copy or an extract of the order for their reception, steps will be taken for the payment of the remainder of the sum; but no Officer is to draw any bill whatsoever for these allowances.

Immediately after the completion, on a Foreign Station, of the service of conveying any Passengers who may have been embarked under orders from the Admiralty, or from the senior Naval Officer on the Station, the said senior Officer may, on application being made to him, direct the Paymaster of the Ship in which the Passengers have been entertained, to pay a round sum equal to two-thirds the estimated expense of the passage, to the Commanding Officer, or Caterer of the mess at which the Passengers may have been received,—care being taken to forward to the Admiralty a specific statement of any such round sum paid by a Paymaster on a Foreign Station.

15.

If passenger does not embark.

If it should happen that a Passenger does not embark, after the order for receiving him has been given, and provision thereupon made for his reception; or, having embarked, he should be relanded or transferred to another Ship, the Naval Officer will be entitled to half the allowance to cover the expenses he may have been at in making the necessary preparations. No deduction is to be made from the allowances for the time Passengers may land at any intermediate place for their own pleasure.

16.

Refugees.

Refugees on board Her Majesty's Ships, whether Foreigners or British subjects, shall bear the expense of their own entertainment, and that of their families, &c.; but if in too distressed circumstances to be able to do so, they are to be paid for at the rate of 9s. a-day for each male person

above the age of 16, when entertained at a Captain's or Lieutenant's Table, and 6*s.* a-day at a Midshipman's Table, two-thirds of the above sums for Females above 16; and one-third for such of either sex as shall be under 16 years of age; and one-fourth for such as may be under 7 years of age.

17.

When a Queen's Messenger, or other Official Messenger, is embarked for a passage by order, the Captain or Commander is to appoint him a suitable berth, separate from the Ship's Company, and is to direct him to Mess with either the Lieutenants or Midshipmen at the usual rate, as he may judge best, or the Messenger may be allowed the option of messing with a Gunner, Boatswain, or Carpenter, at the rate of 5*s.* a-day, or of messing by himself, with permission to take on board a reasonable quantity of stock for his own use. But when the Messenger may mess with the Lieutenants' or Midshipmen's or Warrant Officers' Mess, the Captain will compute the time the voyage is likely to consume, and will receive from the Messenger half the sum which the whole voyage would cost, which half is to be paid to the Mess to enable them to provide for the passage: and when it shall be concluded, the Messenger will deliver to the Captain, to be handed over to the Mess, the balance which may remain due. It is understood that the Messengers will be furnished with money for this purpose, from the Offices to which they are attached. Queen's Messenger, &c.

18.

It is to be understood that "Captain's Table" includes the table of a Flag Officer, should there be one on board, also the table of a Commander of a Sloop of War; and the "Lieutenants' Table," is to be understood as including also the table of a Lieutenant commanding a Vessel of War, not bearing an Officer of higher rank. Definitions.

19.

When a Person entitled to mess at a Captain's Table (*according to Articles* 4, 5, *and* 6), is entertained by a Lieutenant commanding a small Vessel, such Person is to be paid for the same as if entertained at a Captain's Table. Lieutenant commanding.

20.

The under-mentioned Naval Officers taking passage in Her Majesty's Ships are to be entertained as follows,—making their own arrangements as to messing;*— Naval Officers taking passage.

I. Captains,—at the Captain's Table. In this case, it is to be understood, that the Captain's Table means the Table of the Flag Officer when there is a Flag Officer on board; and the Table of the Officer in command of the Ship when there is not a Flag Officer on board.

II. Inspectors and Deputy Inspectors-General of Hospitals and Fleets, Secretaries to Admirals of the Fleet and to Commanders-in-chief, Paymasters-in-chief, Inspectors of Machinery afloat, Commanders and Masters of the Fleet,—at the Commander's Table. In this case it is to be understood that the "Commander's Table" means the Ward-room Table of a Line-of-Battle Ship or Frigate, and the Table of the Commander of a Sloop or smaller vessel.

III. Other Ward-room Officers at the Ward-room Table.

* Vide Article 19, page 107

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TABLE OF ALLOWANCES.

For Entertainment of Passengers in H.M. Ships under the foregoing Articles.

Passengers.	Allowances. For Males.	Females. — per diem. £	s.	d.	Children of both Sexes. Between 16 and 7 years. — per diem. £	s.	d.	Under 7 years. — per diem. £	s.	d.
CAPTAIN'S TABLE.										
Royal Personages and Foreign Persons of Rank	Allowances will be separately considered.									
Ambassadors	£ s. d.									
Viceroy and Governor-General of India	6 0 0 for first 7 days.									
Each Individual composing the Suite	1 5 0 for every day.		16	8		8	4		6	3
Governors of Her Majesty's Colonies										
Ministers Plenipotentiary ...										
Envoys	4 0 0 for first 7 days.									
Commanders-in-chief of Forces (*if Generals, or Lieutenant-Generals, or Major-Generals*).	1 1 0 afterwards.									
Secretaries of Legation ...										
Chargés d'Affaires			14	0		7	0		5	3
Each Member of their Suite ...	1 1 0 for every day.									
Governors of small Colonies, Lieutenant-Governors, and Bishops	3 0 0 for first 7 days. 1 1 0 afterwards.									
Each Member of their Suite ...	1 1 0 for every day.									
General Officers and Consuls	1 1 0 for first 14 days 0 15 0 afterwards.		14	0		7	0		5	3 *
Field Officers on the Staff, Colonels, and Lieutenant-Colonels	0 15 0 for every day.		10	0		5	0		3	9 *
Majors not on the Staff, and Army Officers, junior in Rank to Field Officers (*when not able to be received at the Lieutenants' Mess*)	0 12 0 for first 14 days 0 9 0 afterwards.									
Refugees	0 9 0 for every day.		6	0		3	0		2	3
LIEUTENANTS' TABLE.	(Ward Room.)									
Naval Storekeepers										
Vice-Consuls and all other Individuals for whom passages may be ordered, except as under	0 12 0 for first 14 days		8	0		4	0		3	0
	0 9 0 afterwards.		6	0		3	0		2	3
Majors not on the Staff, and Army Officers, junior in Rank to Field Officers ...	0 9 0 for every day.									
Refugees	0 9 0 for every day.		6	0						3
MIDSHIPMEN'S TABLE.	(Gun Room.)									
Officers of the Army	0 6 0 for every day.									
Other Individuals for whose entertainment orders are given	0 9 0 for first 14 days		6	0		3	0		2	3
	0 6 0 afterwards.		4	0		2	0		1	6
Refugees	0 6 0 for every day.		4	0		2	0		1	6

* Not allowed for the families of General Officers (Vide Article 8.)

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Chapter XXXI.

PASSAGES IN CONTRACT AND MERCHANT VESSELS.

1.

When no early opportunity is likely to present itself of forwarding Officers to Foreign Stations to join their Ships, or of sending them to England when invalided abroad, they may be ordered Passages in Contract Steam Packets or Merchant Vessels, under the following Regulations:— **Officers may be ordered Passage in Contract or Merchant Vessels.**

2.

Officers entitled to Passages at the Public Expense:— **When entitled to passage at the Public Expense.**

I. When proceeding to join a Ship on a Foreign Station by appointment from the Admiralty.

II. When on a Foreign Station, and appointed by the Commander-in-chief, or senior Officer, to a Ship on a distant part of the Station, no opportunity of a Ship of War or Transport presenting itself.

III. When discharged abroad, in consequence of a reduction of complement, or of a Ship being put out of Commission.

IV. When invalided for the actual preservation of life, or for severe wounds received in action, or for injuries received in the actual performance of duty.

V. Civil Salaried Officers, with their Wives and Families, on first appointment abroad, and on final relief from such appointment. **Civil Salaried Officers.**

3.

Officers entitled to Passages, of which two-thirds of the expense will be borne by the Public:— **When the public shall pay two-thirds of the expense.**

I. Officers invalided on Foreign Stations, and recommended to return to this Country for the recovery of their health.

II. Officers coming home on promotion.

4.

Officers not entitled to Passages at the Public Expense:— **When not entitled to passage at the public expense.**

I. If returning home on Resignation of Appointment; or in consequence of removal from a Ship for misconduct; or of dismissal from a Ship, or the Service, by Court-martial.

II. If exchanging with an Officer in another Ship on a distant part of the same Station.

III. If coming home, on private affairs, or on leave of absence.

IV. Civil Salaried Officers superseded, or removed on account of misconduct, or coming to or returning from England, on leave of absence. **Civil Salaried Officers.**

5.

In all cases of an Officer being provided with a passage in a Contract Steam Vessel or Merchant Ship, the order is to emanate either from the Admiralty, or from the Commander-in-chief on a Foreign Station, or, in **From whom the order for passage is to emanate.**

his absence, the senior Officer; and the latter are to order passages for Officers entitled thereto in the first Contract Mail Packet proceeding to England, providing no opportunity shall offer, or be likely to offer, by a Ship-of-War or Transport.

Rate of contribution to be stated in the order.

In all orders, the rate of contribution the Officer is liable to pay for mess is to be stated, in accordance with the regulations hereinafter provided.

6.

Officer taking Passage only to pay the amount for which he is personally liable.

Payment for the Passage of an Officer in a Contract Steam Packet is not in any case to be made by the Officer taking the Passage, but he is to pay to the Owners, or their authorized Agent, before leaving the Packet, the amount to which he is liable for mess during the Passage, according to the rates provided hereinafter; the claim for the balance of the Passage Money will be made by the Owners on the Accountant-General of the Navy.

7.

Rates of contribution.

The following are the rates of contribution on account of messing to which Officers will be liable:—

	s.	d.	
Flag Officers	5	0	per day.
Captains, Commanders, and all Officers entitled to join the Lieutenants' Mess	3	6	"
Sub-Lieutenants, Midshipmen, &c.	1	6	"
Assistant Engineers provided with 1st-Class Passages	1	6	"
Assistant Engineers provided with 2nd-Class Passages	1	0	"
Warrant Officers	1	0	"
Servants of Officers	0	9	"
Civil Officers (1st-Class Passengers)	3	0	"
Wives	2	6	"
Each Child	1	0	"
Male Servants....	1	0	"
Female Servants	0	9	"
Civil Officers (2nd-Class Passengers)	1	0	"
Wives	0	9	"
Each Child	0	6	"

Officers promoted.

In the cases of Officers returning home on promotion and not in receipt of the full pay of their rank, Messing Contribution will be levied only according to the rank from which they may be promoted.

Commencement and ending of ontribution.

The contribution for messing to commence from the day on which the first dinner meal is taken on board, and to end with that on which the last dinner meal is taken, and all Officers are to pay the same for the entire period of the passage.

8.

Certificate of messing, &c.

Form of Certificate of Conveyance, &c., to be furnished by each Officer on passage:—

I hereby certify that on the day of I embarked at , on board the for a passage to , and

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landed at on the day of , and I further certify that I was provided with a proper mess, and that the first dinner meal was taken on the , and the last dinner meal on the .

Dated this day of 18 .

Signature

Rank of Officer

The dates inserted in this Certificate are correct, and the Officer has paid £ on account of his Mess.

Master of the

9.

All Officers above the rank of Lieutenant in the Navy, also a Lieutenant when appointed to a Vessel in command, and Officers below the rank of Lieutenant, if invalided on account of wounds received in action, or of injuries received in the actual performance of their duty, which render the attendance of a servant necessary, will be allowed to embark a servant for whose mess the Officer will pay a contribution in aid at the rate provided in the scale, Article 7. **Servants.**

10.

An Invalided Officer, to be entitled to two-thirds of the expense of his passage, must, on his arrival in England, produce the order from the Commander-in-chief, or senior Officer, authorizing the passage, together with a Medical Certificate in the form hereinafter provided, showing that the change of climate was necessary; and any Officer failing to produce such documents will be called on to pay the whole amount of the Passage Money. **Invalided Officers mus produce order and Certificate.**

11.

In the event of an Officer being invalided, and sent home from a Foreign Station, on which there may be no Contract Packets, should the Commander-in-chief or senior Officer deem it proper to authorize his coming to England in a Merchant Ship, the Passage Money shall be a matter of private contract; and each passage will be determined according to its own merits, with the view to repayment in part or in whole to the Officer; but the Passage Money to be allowed to the Officer will not exceed the following scale of allowance, viz.:— **Invalided Officers sent home in Merchant Ships.**

To all Commission Officers and Officers accustomed to mess with the Lieutenants—

From the China Seas, Australia, &c.	£100	**Passage money allowed.**
„ the East Indies or South America, west of Cape Horn	70	
„ the Cape of Good Hope Station, or South America, east of Cape Horn	50	
„ the West Indies or Coast of Guinea	40	
„ the Mediterranean or North American Station	30	
„ any other Foreign Port not included in the before-mentioned stations	20	

To Sub-Lieutenants, Second Masters, Assistant-Paymasters, Engineers, Assistant-Engineers, and Subordinate and Warrant Officers, half the sum allowed in the foregoing scale.

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12.

Certificates to Officers ordered passage.

The Certificates to the following effect must, according to the circumstances in each case under which a passage may be ordered, be produced.

Certificate for officers invalided, and ordered home, for the preservation of their lives:—

For preservation of life.

THESE are to certify that [*Name and Rank*] of H.M. at who was invalided on day of at is suffering from and that his immediate removal from this Station is indispensably necessary for the preservation of his life.

Given under my hand on board of H.M. at this day of

Surgeon.

have therefore ordered [*Name and Rank*] to return to England in there being no likelihood of an opportunity offering by a Ship of War or Transport.

Commander-in-Chief or Senior Officer.

To

The Secretary of the Admiralty.

Certificate for Officers invalided and ordered home for the recovery of their health:—

For recovery of health.

These are to certify that [*Name and Rank*] of H.M. at who was invalided on the day of at is suffering from and that a change limate is necessary for the recovery of his health.

Given under my hand on board H.M. at this day of

Surgeon.

I have therefore ordered [*Name and Rank*] of H.M. at to return to England by the no opportunity offering by a Ship of War or Transport, nor it being likely one will sail for England before

Commander-in-Chief or Senior Officer.

To

The Secretary of the Admiralty.

13.

Officers appointed to Ships at a distance.

The Commander-in-chief or senior Officer on a Foreign Station may also authorize an Officer appointed to a Ship on a distant part of the Station, to join his Ship by a Merchant Vessel when no other opportunity may be likely to offer, and when delay may be detrimental to Her Majesty's Service; the Passage Money in such cases being a matter of private contract, but the order must state distinctly the circumstances which have led to the passage being authorized.

14.

Contribution in Merchant Vessels.

The usual contribution on account of messing will be charged against all Officers on passage in Merchant Vessels, and a Certificate of Conveyance similar to that provided for passages in Contract Vessels (*see* Article 8), is to be filled up by the Officer on leaving.

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15.

In all cases of Officers being ordered passages from a Foreign Station, the Commander-in-chief or senior Officer is to communicate the same by letter to the Secretary of the Admiralty, and the duplicate of this letter is to be given to the Officer ordered a passage; the latter must state distinctly the circumstances which led to the passage being ordered, and the probable time when a Ship-of-War or Transport might be expected to sail for the Officer's destination.

Passages ordered to be specially reported.

16.

An explanation by letter to the Secretary of the Admiralty will also be required when Officers are ordered passages on Foreign Stations to join Ships on distant parts of the Station, and also in the cases of Civilians who may be sent on Service, or for recovery of health, to a distant part of a Foreign Station; but great discretion must be used by Commanders-in-chief or senior Officers in ordering these passages.

Explanations required in certain cases.

17.

The residue of the Full-Pay of all Officers ordered passages home will be withheld until the adjustment of their cases; Officers should, therefore, immediately on their arrival in England, transmit to the Secretary of the Admiralty the letter they may be furnished with from the Commander-in-chief or senior Officer, together with their Invaliding Papers (if Invalid Officers) and a duplicate of the Certificate filled up by them on board the Contract Packet, or Merchant Vessel, of the number of days messed.

Papers to be forwarded by Officers on arrival.

18.

In cases where Officers are obliged to draw Bills of Exchange upon the Accountant-General of the Navy for the Passage Money, they are to transmit a certified copy of the order for the passage, with their letters of advice, in default of which an imprest will be placed against their pay for the amount drawn.

Bills necessarily drawn

19.

The Owners of Transports, Store Ships, and Freight Ships, in which Officers are ordered passage, will be paid at the rate of ten shillings a-day for the messing of each Officer,—the usual contribution according to the scale given in Article 7, being recovered in the case of Naval Officers by the Accountant-General; but all Officers, whether Naval or Military, proceeding on leave of absence for their private affairs, and who may be ordered passages in such ships, shall pay the whole expense of their messing during the voyage, making their own arrangements with the Masters of the Vessels for that purpose.

Messing of Officers in Transports, Store Ships, and Freight Ships.

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Seamen, &c., sent home in Merchant Vessels.

in any of Her Majesty's Ships or Vessels, and the accommodation usually provided for Seamen sent home under the provisions of the Act of Parliament 11 Geo. IV., cap. 20, secs. 11 and 82, is not considered sufficient, passages may be provided in Contract Mail Steam Packets, according to the terms of the respective Contracts, or in Merchant Vessels, with such accommodation as the case of each Individual may require, by the senior Naval Officer on the spot (or by Her Majesty's Consul in the absence of a Naval Officer), either by public advertisement, or private agreement with the Owners or Masters for specific sums, and not under the provisions of the Act of Parliament; but in no case is the rate of two shillings per diem to be exceeded in agreements for the passage and subsistence of Invalided Seamen and Marines sent home in Merchant Ships, except in special instances when the reasons for a higher charge are to be fully explained in the report to the Admiralty.

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Chapter XXXII.

TRAVELLING EXPENSES, &c., OF OFFICERS AND OTHERS ON THE HOME STATIONS.

1.

Officers entitled to travel at the public expense:— *Officers entitled to travel at the public expense.*

I. Officers removed by order from one Ship to another, for the benefit of the Service only.

II. Officers ordered on special service.

2.

Officers not entitled to travel at the public expense:— *Officers not so entitled.*

I. Officers removed from one Ship to another at their own request, or at the request of the Captain of either Ship, with the consent of the Officer so removed.

II. Officers removed on account of misconduct.

III. Officers and Subordinate Officers appointed to service from Half-Pay, from the shore, or from leave.

IV. Officers going on, or returning from, leave.

V. Sub-Lieutenants, Second Masters, Assistant Paymasters, and Subordinate Officers, when paid off, and appointed to Flag Ships at the Ports, to wait for re-appointment.

VI. Officers removed on promotion, or for their own benefit.

3.

Allowances for Subsistence:— *Subsistence and Lodging.*

In all cases where the journey and service of Officers travelling under the circumstances laid down in section 2, Article I, shall occupy twelve hours, the following allowances will be made to cover all charges for Subsistence and Lodging, provided the same shall have been actually incurred:—

	Special Service occupying 12 Hours.			Ditto, for every 24 Hours.		
	£	s.	d.	£	s.	d.
Captains						
Colonels and Lieutenant-Colonels, Royal Marines						
Commanders						
Masters of the Fleet	0	10	0	1	0	0

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	Special Service occupying 12 Hours.	Ditto, for every 24 Hours.
	£ s. d.	£ s. d.
Lieutenants		
Masters		
Captains and Lieutenants, Royal Marines		
Chaplains		
Staff-Surgeons and Surgeons	0 7 6	0 10 0
Paymasters		
Secretaries to Commodores, 2nd Class....		
Chief Engineers		
Naval Instructors		
Sub-Lieutenants....		
Second Masters		
Midshipmen		
Masters' Assistants		
Naval Cadets		
Assistant Surgeons	0 6 0	0 7 6
Assistant Paymasters		
Clerks		
Assistant Clerks....		
Engineers		
Assistant Engineers		
Gunners		
Boatswains	0 5 0	0 7 0
Carpenters		

4.

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Allowances for Cab-hire, Porterage, extra Luggage, &c.

Porterage,

All Luggage beyond the amount allowed to [illegible] by the Rail

Where the journey is made entirely by sea, one-half the above rates will be allowed. **By sea.**

5.

When an Officer has occasion to proceed from one place to another to join a Ship, or for any other purpose connected with the Service, he is, if entitled to travel at the public expense, to apply to the Commander-in-chief, or senior Officer present, for directions as to the route by which he is to proceed; and if he should depart from the directions given to him, he will not, unless he can furnish a satisfactory explanation, be allowed repayment of any of the expenses incurred. **Application for route.**

6.

When application is made to a Commander-in-chief or senior Officer for directions as to the route by which an Officer is to proceed, the said Commander-in-chief or senior Officer, having satisfied himself that the applicant is entitled to be conveyed at the public expense, and that there is no immediate likelihood of his obtaining a passage in a government vessel, is to furnish him with instructions in the Form given in the Appendix, taking care to select for the applicant the route that will entail the least expense on the public; and at the termination of his journey, or of the special service on which he may have been employed, the Officer is to forward his application for the repayment of expenses actually incurred, on the same Form. **Route to be given by Commander in-chief.** *Appendix*, 160. **Application for repayment of expenses.**

7.

Officers authorized to travel by Railway will be furnished with passes by the Commander-in-chief, or senior Officer, at the port from whence they are ordered to proceed. **Passes for Officers.**

8.

Men and Boys, invalided, are to be furnished with Railway Passes to convey them to their homes, provided there should be no opportunity of sending them in Government vessels; and where there is no Railway, they are to be granted an allowance at the rate of one shilling and a-penny for every ten miles they may have to travel. **Passes for Men and Boys invalided.**

9.

When necessary, Men and Boys proceeding on duty from or to their Ships may also be furnished with Railway Passes; but if they should have been absent without leave at the time when their Ships sailed from the Port, and it be necessary to send them on by rail, the value of the Railway Pass issued to them is to be charged against their wages on the books of the Ship to which they belong. **Do. on duty.** **When passes are to be charged.**

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Chapter XXXIII.

PENSIONS AND GRATUITIES TO OFFICERS AND SEAMEN.

I.—*Pensions.*

II.—*Gratuities.*

§ 1.—Pensions to Officers, Seamen, and others belonging to the Navy, and to Officers of the Royal Marine Corps.

1.

Pensions to certain Officers for wounds, &c.; Commissioned Officers.

Her Majesty is pleased to reserve to herself the consideration of the claims of the undermentioned Officers, for Pensions on account of having been wounded or disabled in Her Service, as their several cases shall be represented to Her Majesty by the Admiralty :—

Flag Officers,	Secretaries,	Chief Engineers,
Commodores,	Deputy Inspectors-General of Hospitals and Fleets,	Naval Instructors,
Captains,	Inspectors of Machinery Afloat,	Assistant-Surgeons,
Commanders,	Chaplains,	Assistant-Paymasters,
Masters of the Fleet,	Staff Surgeons,	Engineers, and
Lieutenants,	Surgeons,	Assistant Engineers;
Masters,	Paymasters,	and also of
Sub Lieutenants,		Officers of the Royal Marine Corps.
Second Masters,		
Inspectors-General of Hospitals and Fleets,		

Time within which claim must be made.

No claim for Pension on the part of the above Officers shall be taken into consideration if not preferred within ten years after they shall have been wounded or disabled.

2.

Subordinate Officers.

Every Midshipman, Master's Assistant, Clerk, Naval Cadet, and Assistant Clerk, who shall be discharged from Her Majesty's Service for wounds or hurts received, or permanent sickness or disability contracted in the Service, and who shall be deemed a fit and deserving object for relief, shall, at the discretion of the Admiralty, be allowed a Pension, either for life or for a limited period, of not less than 1*s.*, and not more than 2*s.* 6*d.* a-day, according to the extent of bodily injury or disability sustained by the individual.

3.

Engineer and Warrant Officers.

Retiring Pensions will be awarded to Engineers, Assistant Engineers, and Warrant Officers on attaining the age of sixty years, and to such as may, on being surveyed, be declared unfit for any further service. The scale of such Pensions shall be as follows :—

Engineers for special charge.

Engineers for Special Charge.

Service.	Pensions for each year's sea service as an Engineer Officer.*		Maximum Pension not to exceed
	£.	s.	£.
10 years and upwards, after being selected for special charge ...	5	10	130 a-year. * Harbour service time to be reckoned as in the case of Engineers not selected for special charge.
Less than 10 and above 5 years,—Do.	5	0	
Under 5 years,—Do.	4	10	

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Engineers and Assistant Engineers.

Class.	Pension for each year's sea service as a Engineer Officer.		Pension for each year's harbour service as an Engineer Officer.		Maximum Pension not to exceed
	£.	s.	£.	s.	£.
Engineer	4	10	3	0	110 a-year.
Assistant Engineer, 1st class	4	0	2	10	90 „
Assistant Engineer, 2nd Class	3	10	2	0	70 „

NOTE.—Engineers and Assistant Engineers, less than 5 years in the Navy as such, are not to receive any Pension for service; but are to be allowed, in lieu thereof, a gratuity of £10 for each complete year's service.

Engineers and Assistant Engineers.

Warrant Officers; viz., Gunners, Boatswains, and Carpenters.

Class.	Pension for each year's sea service as a Warrant Officer.		Pension for each year's harbour service as a Warrant Officer.		Maximum Pension not to exceed
	£	s.	£	s.	£
First	4	0*	2	10*	100 a-year.
Second	3	10*	2	0*	80 „
Third	3	0*	1	10*	60 „

* And in addition, £1 for each year served as Seaman or Petty Officer. In this case, the additional time allowed for Service as Seaman-Gunner is not to count.

Warrant Officers.

No Engineer Officer or Warrant Officer shall be allowed to reckon as service towards a Pension any period of time during which he shall not have maintained a good character in the Ships in which he has served.

Character.

4.

For wounds and injuries received in and by the service Warrant Officers shall be entitled to Pensions, at the discretion of the Admiralty, according to the undermentioned scale, namely:—

Wounds, &c., Pensions to Warrant Officers on account of.

	Any sum not exceeding	
I. For the loss of two limbs in action	50*l.*	a-year.
II. For wounds or injuries in action equal to the loss of two limbs	45*l.*	„
III. For injuries or hurts received in and by the service, though not in action, equal to the loss of two limbs	35*l.*	„
IV. For the loss of one limb in action	25*l.*	„
V. For wounds or injuries in action equal to the loss of a limb	20*l.*	„
VI. For injuries or hurts received in and by the service, though not in action, equal to the loss of a limb	15*l.*	„
VII. For less injury than the foregoing, or for disability arising from sickness contracted in and by the service —when the Admiralty award a Pension	10*l.*	„

A Pension for wounds or injuries is to be granted only after the Officer has (where practicable) been surveyed at the Admiralty; such Pension is to be received in addition to any other Pension to which the Officer may be entitled for service; and may, at the discretion of the Admiralty, be awarded to Officers who are continued in active service after being wounded or hurt.

Officer to be surveyed.

in addition to Pension for service.

5.

Every Petty Officer, Leading Seaman, Able Seaman, Ordinary Seaman, Second-Class Ordinary Seaman, Boy, and every other person

Wounds, &c.

*

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Pensions to Petty Officers, Seamen, and Boys, on account of.

belonging to a Ship's Company, as specified in Article I, at page 40, whether serving as part of the complement or as Supernumeraries, who shall be discharged from Her Majesty's Service on account of wounds or hurts, received in action or otherwise in the execution of his duty, shall be allowed a Pension (either for life or for a limited period) at the discretion of the Admiralty, according to the following Scale,—provided he be deemed a fit and deserving object for relief—with reference to the bodily injury sustained, the length of service, rating, and character of the individual, and the circumstances under which he was wounded or hurt:—

I. Having lost two limbs, or being otherwise so severely wounded or hurt as to require the care and attendance of some other person	from 1*s.* 6*d.* to 2*s.* a-day.
II. Having lost one limb, or being otherwise severely wounded or hurt, but not requiring the care of another person	from 1*s.* to 1*s.* 6*d.* a-day.
III. For less injury than the foregoing, and able to contribute in a small degree to his livelihood	from 9*d.* to 1*s.* a-day.
IV. If able to contribute materially to his livelihood, though unfit for further service	from 6*d.* to 9*d.* a-day.
V. If totally blind from unavoidable causes, clearly attributable to the service	3*d.* a-day permanently, in addition to the amount to which he may be otherwise entitled.

May be awarded in addition to Pension for service.

When a Pensioner employed in any one of Her Majesty's Ships shall be wounded or injured in the actual performance of duty, such addition to his Pension may be awarded to him, within the limits of the Pensions granted for wounds and injuries, as the Admiralty shall think fit under the circumstances of the case.

6.

Men discharged for disability after 14 years' service.

Every individual mentioned and referred to in Article 5, who, after having served at least fourteen years, shall be discharged for disability contracted in the service, and not from want of proper care on his own part, shall, provided he shall appear a fit and deserving object of relief, be allowed a Pension for life, calculated on a combined view of his length of service, character, and bodily infirmity, varying from 6*d.* to 9*d.* a-day; but if the injury or disability be not considered permanent, a temporary Pension only shall be granted.

With less than 14 years' service.

In cases where the individual may be circumstanced as above described, but with less than fourteen years' service, the Admiralty may, when they shall deem it proper to do so, award him a Pension of from 3*d.* to 6*d.* a-day, either for life or for a limited period.

7.

Hurt certificate to be given.

When any Officer, Subordinate Officer, or Warrant Officer (other than those mentioned in Article I), Petty Officer, Seaman, Marine, Boy, or other person on full pay, shall receive any wound or hurt, either on board, in the tenders or boats, or on shore, so as to disable him from continuing in the service of the Ship, the Captain shall, within a reasonable time, and before he, or the hurt and wounded person, be discharged from the ship, cause a certificate to be made out on the

form supplied for that purpose, and delivered to him, expressing the nature of the hurt or wound, and on what occasion it was received; which certificate shall be signed by such Captain, the Commander (or a Lieutenant where there is no Commander), the Master, Surgeon, and Paymaster of the Ship, in order that the person so hurt or wounded may receive such Pension as the nature of his injury may warrant, and as may be according to the rules established in that behalf.

8

Long Service Pension to Petty Officers and Seamen

Every individual referred to in Article 5, not being entered for continuous service, who shall be discharged on any account (except misconduct), after twenty-one years' service in the Royal Navy, to be reckoned as commencing, according to circumstances, at the ages specified in the following Scale, shall receive, subject to the conditions hereafter expressed, a Pension varying, at the discretion of the Admiralty, from 10*d.* to 1*s.* 2*d.* a-day, having consideration to the character of the individual as shown by his good-conduct badges, and certificates, to the nature of his services, to his actual state of health and apparent strength, and the number of years he may have served beyond twenty-one years, and whether discharged at his own request or otherwise.

If entered for Continuous Service.

If entered for continuous service, the individual shall be entitled to a Pension after twenty-years' service, instead of twenty-one years as above mentioned, provided he shall have completed not less than ten years of such service on the continuous and general service system,—or not less than seven years, if entered for continuous service under the specific conditions contained in Clause II, Article 27, at page 86 of these Instructions.

Service as Seamen Gunners.

All men who, after the 13th day of April, 1859, qualify themselves as Seamen Gunners,—or abroad, as Acting Seamen Gunners,—shall be allowed to reckon (from the date of such qualification, and whilst serving as Seamen Gunners or Acting Seamen Gunners) time in proportion of six years for every five they have served towards a long service pension. Fractional parts to be allowed for broken time in the same proportion. The same advantage to be allowed from the date before-mentioned to Seamen Gunners or Acting Seamen Gunners then serving, or who may thereafter serve as such; provided in the case of Acting Seamen Gunners that they are confirmed as Seamen Gunners on their return to England.

9.

Periods between which Service must be completed.

Men who are claimants for Pensions after twenty or twenty-one years' service, will only be entitled to the same provided their service shall have been completed within the under-mentioned periods:—

I. If after twenty years' service	Within twenty-seven years from the age of 18, and that they shall not have been out of the service more than five years at any one time.
II. If after twenty-one years' service	Within thirty years from the age of 20, and that they shall not have been out of the service more than five years at any one time.

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Age at which time for Pension shall commence to reckon.

10.

The age at which the time of service of a Seaman shall commence to reckon for a Pension shall be as follows:—

I. If entered in the service prior to 1st January, 1832 .... } From the age of 18.

II. If entered on, or subsequent to, the above date, but not for continuous service .... } From the age of 20.

III. If entered for continuous service, without reference to the rating held, and employed on the continuous service system (*Vide* Article 8) .... } From the age of 18.

Short Service Pensions.

11.

The Admiralty may, at their discretion, award Pensions to Men, entered for continuous service, of 6*d.* a-day after ten years' service, from the age of 18, and 8*d.* a-day after fifteen years' service from the same age.

Additional rates for service as Petty Officer.

12.

The undermentioned Petty Officers, in addition to the rates of Pension awarded to them as Seamen, shall be allowed for each year's service in the capacity of Superior or Inferior Petty Officers, as follows:—

Superior Petty Officers.	£	s.	d.	No. of Years' Service as Petty Officer.	£	s.	d.	Inferior Petty Officers.
Master-at-Arms...	0	15	2	1	0	7	7	
Chief Gunner's Mate	1	10	5	2	0	15	2	
Chief Boatswain's Mate ...	2	5	7	3	1	2	9	
Chief Captain of the Fore-castle	3	0	10	4	1	10	5	Coxswain of the Barge.
	3	16	0	5	1	18	0	Coxswain of the Pinnace.
Admiral's Coxswain	4	11	3	6	2	5	7	Captain of the Mast.
Chief Quartermaster	5	6	5	7	2	13	2	2nd Captain of the Forecastle.
Chief Carpenter's Mate ...	6	1	8	8	3	0	10	2nd Captain of the Main-Top.
Seamen's Schoolmaster ...	6	16	10	9	3	8	5	2nd Captain of the Fore-Top.
Ship's Steward	7	12	1	10	3	16	0	Signalman.
Ship's Cook	8	7	3	11	4	3	7	2nd Captain of the Afterguard.
" "	9	2	6	12	4	11	3	Captain of the Mizen Top.
Ship's Corporal	9	17	8	13	4	18	10	Sailmaker's Mate.
Gunner's Mate	10	12	11	14	5	6	5	Coxswain of the Cutter.
Boatswain's Mate	11	8	1	15	5	14	0	Cooper.
Captain's Coxswain	12	3	4	16	6	1	8	Caulker's Mate.
Captain of the Forecastle ...	12	18	6	17	6	9	3	Sick Berth Attendant.
Quartermaster	13	13	9	18	6	16	10	Musician.
Yeoman of Signals								Head Krooman, and all other Second-Class Petty Officers.
Coxswain of the Launch ...	14	8	11	19	7	4	5	
Captain of the Main-Top ...	15	4	2	20	7	12	1	
Captain of the Fore-Top ...	15	19	4	21	7	19	8	
Captain of the Afterguard ...	16	14	7	22	8	7	3	
Captain of the Hold	17	9	9	23	8	14	10	
Sailmaker	18	5	0	24	9	2	6	
Ropemaker	19	0	2	25	9	10	1	
Carpenter's Mate	19	15	5	26	9	17	8	
Caulker	20	10	7	27	10	5	3	
Blacksmith	21	5	10	28	10	12	11	
Armourer								
Plumber								
Leading Stoker, Sick Berth Steward, and all other Chief and First-Class Petty Officers	22	1	0	29	11	0	6	
	22	10	3	30	11	8	1	

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The above additional rates will be doubled in the case of continuous service of Petty Officers pensioned after fifteen or twenty years' service, provided they shall have entered and served for one continuous period of not less than ten years on the continuous and general service system, unless invalided for wounds or hurts received on duty; and provided also that they shall have been discharged from continuous service with the rating of Petty Officers, and that their character in such rating shall have been "very good."

May be doubled in the case of Continuous Service Petty Officers.

13.

Persons discharged with disgrace, or for offences, or by sentence of a Court-martial, are not entitled to any Pension; and no period of time shall be allowed to reckon for Pension during which they shall not have maintained a good character in the Ships to which they belonged, or for such periods as they may have been imprisoned under any civil process, or by sentence of a Court-martial, or by summary commitment from on board their Ships, or for such time as they may appear on the Ships' Books as having been "absent without leave;" and if a deserter shall be retaken, or shall re-enter Her Majesty's Service, he shall commence a new time from such re-entry, and shall not be entitled to the benefit of any time preceding his desertion: and any person who shall have been discharged with disgrace, and shall re-enter in one of Her Majesty's Ships, shall not be entitled to the benefit of any time for his service in such Ship.

In what cases time for Pension shall be disallowed.

14.

When Seamen serving on board Her Majesty's Ships, whether on a home or foreign Station, who have completed a service of twenty or twenty-one years, as the case may be, shall be desirous of obtaining their Pensions without quitting the Service, and their Captains, or Commanding Officers, shall think it for the advantage of the Service to retain them, the applications for the same are to be transmitted to the Admiralty by the Officer Commanding the Ship, with the usual statement of the Ships in which they have served, in order that their time of service may be immediately taken out, and the Pensions to which they may be entitled be then granted to them, without waiting until they are paid off. If such seamen continue in the Service of their own accord, under the approval of the Admiralty, they are to be considered liable to be retained in the Ships in which they may be serving until paid off.

Long Service Pensions may be awarded to Men without their quitting the Service.

15.

Men who, under the Good-conduct Regulations, obtain free discharges from the Royal Marine Corps, and who, subsequent to their discharge from that Corps, enter the Royal Navy,—or who, under special circumstances, may be allowed to quit the Royal Marine Corps for entry in the Royal Navy,—shall, on the completion of twenty-one years' service, including the time served in the Royal Marines, be entitled to long service pensions, provided their conduct has been good during their service in the Navy.

Pensions to Men who have entered the Navy from the Marine Corps.

The deferred Marine Pension, authorized by the Good-conduct Regulations, will not be allowed in addition to the long-service Pension; nor will Marines volunteering under the above circumstances to enter for continuous service, become entitled to long-service Pensions, for less than a total period of 21 years' service from the age of 18.

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How to be computed.

Pensions under the foregoing circumstances will be computed as Pensions to Seamen, the time served in the Royal Marine Corps as Sergeant being reckoned as superior Petty Officer's time, and the time served as Corporal as inferior Petty Officer's time.

Good conduct badges may be retained by Marines so entering.

(Men who enter the Navy from the Marines, will, under the same regulations as are applicable to Seamen, be allowed the benefit of the Good-conduct Badges of which they may have been in possession at the time of their discharge from the Marine Corps, but they are not to wear or receive pay for more than three Badges.)

16.

Claims to Pensions on the part of inferior Officers and Men, when and how to be made.

All claims to Pensions on the part of Subordinate Officers, Petty Officers, and Seamen, should be brought forward before the expiration of six months after the individual is discharged from Her Majesty's Service; and all applications for long service Pensions by Petty Officers and Seamen must, if they are not serving, be accompanied by their Certificates in original; but if employed on board any of Her Majesty's Ships, an attested copy of the same is to be transmitted by the Captain through whom the application is made, such Captain having previously satisfied himself that the applicant has served the full period to entitle him to a Pension.

17.

Increase of Pension to Petty Officers, &c.

No increase of Pension will be granted to Pensioners whilst serving in any of Her Majesty's Ships, except in cases in which such Pensioners shall have been called upon to serve. Claims to increase of Pension will, however, be considered on the final discharge of Volunteer Pensioners from Her Majesty's Service.

18.

Notations to be made on Invaliding Tickets.

The Invaliding Tickets of Men who may be discharged in consequence of complaints which there may be reason to believe they had contracted previous to their having entered the Service, are, whenever it can be ascertained, to contain a notation to that effect; and the respective Captains of Her Majesty's Ships are to state whether the disease or hurts for which they give an Invaliding Ticket were, or were not, contracted in the Ships under their command.

19.

Invaliding Certificates or Pension Tickets to be produced on entry.

All Men invalided from Her Majesty's Service, whether Pensioners or not, who re-enter the Service, must produce their Invaliding Certificates or Pension Tickets, at the time of their re-entry, to the Captain and Surgeon of the Ship, in order that their cases may be fully known; and if they neglect to do this, or fail in assigning a sufficient reason for not doing so, they forfeit all claim to Pensions for subsequent service.

20.

When Pensions may be received in addition to Pay. Pensioners volunteering.

When, in cases of emergency, Pensioners may be called upon to serve, they will be allowed to receive their Pensions in addition to their Pay; when not called upon to ser vethis indulgence will not be granted to them, unless under the approval of the Admiralty in each particular instance; therefore, in the latter case, when Pensioners offer themselves for entry in Her Majesty's Ships, the respective Captains of such Ships are to forward to the Secretary of the Admiralty, through the Commander-in-chief under whom they are serving, a return of such Pensioners, in the form given in the Appendix, when the Admiralty

Appendix, 48.

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will direct whether they shall or shall not receive their Pensions while serving; it is to be understood, however, that all short service Pensioners, Men pensioned for wounds, Cooks (except Ships' Cooks), Stewards (except Ships' Stewards), Servants and Bandsmen, will in no case be allowed to receive their Pensions in addition to their pay, unless when called upon to serve.

Short Service, Pensioners, Cooks, Stewards, &c.

21.

All Pensioners, on re-entering the Service, are to be required to produce a Certificate from the Staff Officer of the District in which they have been residing, showing the period up to which their Pensions are paid, in order that, in cases where they may not be allowed to receive their Pensions while serving, any payment for a period beyond the date of their re-entry may be charged against their wages on the Ship's Books; and a Report of the same having been done, is to be sent by the Captain of the Ship to the Secretary of the Admiralty, that repayment of the amount overdrawn may be made to the War Department.

Certificates required to be produced by Pensioners on entry, from Staff Officer.

22.

All Pensions are granted during good behaviour, and may be forfeited by misconduct on the part of the Pensioner, to be judged of by the Admiralty.

Pensions may be forfeited by misconduct.

23.

Pensioners who shall not have been discharged as wholly incapable, or whose age shall not exceed fifty years, may forfeit their Pensions, and may be apprehended and punished as deserters, by neglecting to attend at such port or place, and at such time as shall, during war, or in prospect of war, or in any emergency, be appointed for the assembling of the Pensioners by the Admiralty, or by neglecting or refusing to serve Her Majesty in such manner as to the Admiralty may seem proper, and except when such neglect to appear, or such neglect or refusal to serve, shall be accounted for by reasonable excuse, and be admitted by the Admiralty.

Pensioners neglecting to attend when called upon in prospect of war, &c.

The regulations contained in this and the preceding Article are to be considered applicable to Marines as well as to Seamen and others.

24.

A return of all Greenwich Out-Pensioners serving on board Her Majesty's Ships is to be transmitted by the respective Captains to the Secretary of the Admiralty, at the end of every quarter, in the form given in the Appendix.

Return of Pensioners.

Appendix, 73.

25.

The examination of Invalided Seamen and Marines of the Fleet, who are claimants for Pension, is to be regulated as follows:—

Examination of Seamen and Marines who are claimants for Pension on account of injuries or disease.

I. When a Seaman or Marine, serving on board any of Her Majesty's Ships, is found, upon survey, to be no longer fit for Her Majesty's Service, he is, when invalided for injuries, to be provided, if entitled to it, with the usual hurt certificate; when invalided for disease, the Captain is to direct him to be furnished with a sealed document (signed by the Surgeon and countersigned by the Captain), containing a brief abstract of his case, showing the nature of the disease, whether caused by the Service or not, and whether the man was of sober habits, or otherwise. This document is to be presented by the Invalid to the Officers by whom he will be examined in England, in order that they may be in possession of the full particulars of his case.

Documents to be given to a Man on discharge from Ship.

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II. Seamen or Marines who are claimants for Pensions under the

	Special Service occupying 12 Hours.	Ditto, for any 24 Hours.
	£ s. d.	£ s. d.
Lieutenants		
Masters		
Captains and Lieutenants, Royal Marines		
Chaplains		
Staff-Surgeons and Surgeons	0 7 6	0 10 0
Paymasters		
Secretaries to Commodores, 2nd Class		
Chief Engineers		
Naval Instructors		
Sub-Lieutenants....		
Second Masters		
Midshipmen		
Masters' Assistants		
Naval Cadets		
Assistant Surgeons		
Assistant Paymasters	0 6 0	0 7 6
Clerks		
Assistant Clerks		
Engineers		
Assistant Engineers		
Gunners		
Boatswains		
Carpenters	[illegible]	[illegible]

Cab-hire, Porterage, extra Luggage, Wharfage, &c.

Allowances for
All Luggage
way Comp
allowance
according
extra Lu
same sh

By land.

Journey, by
50 mile

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Where the journey is made entirely by sea, one-half the above rates [illegible] ll be allowed.

5.

When an Officer has occasion to proceed from one place to another [illegible] join a Ship, or for any other purpose connected with the service, [illegible] , if entitled to travel at the public expense, to apply to the [illegible] ander-in-chief, or senior Officer present, for directions as to the route y which he is to proceed; and if he should depart from the directions [illegible] iven to him, he will not, unless he can furnish a satisfactory [illegible] ation, be allowed repayment of any of the expenses incurred.

6.

When application is made to a Commander-in-chief or senior [illegible] r directions as to the route by which an Officer is to proceed, [illegible] ommander-in-chief or senior Officer, having satisfied himself that the pplicant is entitled to be conveyed at the public expense, and that here is no immediate likelihood of his obtaining a passage in a [illegible] ent vessel, is to furnish him with instructions in the [illegible] he Appendix, taking care to select for the applicant the route [illegible] ntail the least expense on the public; and at the termination [illegible] ourney, or of the special service on which he may have been [illegible] he Officer is to forward his application for the repayment [illegible] ctually incurred, on the same Form.

7.

Officers authorized to travel by Railway will be furnished [illegible] y the Commander-in-chief, or senior Officer, at the port [illegible] hey are ordered to proceed.

8.

[illegible] and Boys, invalided, are to be furnished with Railway [illegible] n to their homes, provided there [illegible] n in Government vessels; and there [illegible] be granted an allowance at the [illegible] every ten miles they may have to travel.

9.

[illegible] ccessary, [illegible] also be [illegible] absent [illegible] nd it [illegible] ass issu[illegible] of the [illegible]

[illegible] proceeding [illegible] Railway [illegible] the time [illegible] and them [illegible] to be charged [illegible] they belong.

hort Service, Pensioners, Cooks, Stewards, &c.

ertificates equired to e produced y Pensioners n entry, om Staff fficer.

ensions may forfeited mis- nduct.

ensioners glecting to tend when lled upon prospect war, &c.

eturn of ensioners.

ppendix, 73.

xamination Seamen nd Marines ho are aimants for ension on ccount of njuries or isease.

Documents [illegible]

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When and where to be examined.

above circumstances will be examined at the Royal Hospital at Gosport or Plymouth, or at the Dockyards at Woolwich or Chatham (as may be most convenient to them), on the 1st and 3rd Wednesdays in each month, and two days after the usual invaliding survey days, at 10 A.M.; on which days only invalids are to present themselves for such examination.

Surveying Officers.

III. The Surveying Officers at Gosport or Plymouth will consist of the Superintendent of the Hospital, assisted by the Senior Medical Officer of the same; and at Woolwich or Chatham, of the Superintendent of the Dockyard, with the Senior Medical Officer of the Marine Infirmary. In the event of the Superintendent being absent on duty, or other cause, the Senior Captain of Her Majesty's Ships and Vessels present is to be directed to perform the Superintendent's duty.

Men arriving in Merchant Vessels.

IV. Seamen who are sent home in Merchant Vessels, and who arrive at any ports in the United Kingdom, other than those above mentioned, may be surveyed at Gosport, Plymouth, Woolwich, or Chatham, or in London (at Somerset House), if more convenient to them. The days for Surveys at Somerset House are the 1st and 3rd Thursdays in each month. Marines sent home from abroad must join their Head-Quarters, and they will be afterwards examined in the same manner as Seamen.

Marines to join head-quarters.

§ II.—Gratuities.

1.

Gratuities to Commissioned Officers wounded in fight, &c.

Allowances by way of Gratuity shall be made (with or without any Pension for wounds to which the Officer may be entitled under Article 1, at page 238), under the following regulations, to any—

Flag Officer,	Inspector of Machinery Afloat,
Commodore,	Chaplain,
Captain,	Staff Surgeon,
Commander,	Surgeon,
Master of the Fleet,	Paymaster,
Lieutenant,	Chief Engineer,
Master,	Naval Instructor,
Sub-Lieutenant,	Assistant Surgeon,
Second Master,	Assistant Paymaster,
Inspector-General of Hospitals and Fleets,	Engineer, and
Secretary,	Assistant Engineers, and also to any
Deputy Inspector-General of Hospitals and Fleets,	Officer of the Royal Marine Corps,

who, when serving on board Her Majesty's Ships, or in Tenders or Boats, or in Transports, or when employed on shore, shall be wounded in fight with the enemy, or with pirates or smugglers, or in encounters with the Ships of friends by mistake:—

1. If the wound received shall occasion the loss of an eye, or a limb, or the total loss of the use of a limb, or be such as shall prove equally prejudicial to bodily exertion with the loss of a limb, the person shall

receive a Gratuity of one year's Full-Pay of the situation in which he was serving when wounded, and shall be further allowed such expenses relating to his cure (if it be not performed at Her Majesty's expense), as shall be certified in such manner as the Admiralty shall think fit to direct; provided that such expenses do not in any case amount to more than his Full-Pay for one year in the Ship or Company he belonged to when wounded.

II. If the wound does not amount to the loss of a limb, or is not equally prejudicial to bodily exertion, such Gratuity shall be awarded as the case may appear to the Admiralty to require, less than the amount of a year's Full-Pay: and the charges of cure shall be allowed under the conditions and restrictions specified in the preceding paragraph.

III. The mode of application for such Gratuities, and expenses of cure, and the nature of the examination to be required, as well as the mode of payment, shall be regulated as the Admiralty may, from time to time, direct; but no claim to a Gratuity shall be taken into consideration if not preferred within ten years after the wound or injury shall have been received; nor shall such Gratuity be paid, except to the wounded Officer himself, and it shall not be payable to any relative or representative of an Officer deceased.

2.

Gratuities to Widows and Orphans of Officers slain in fight.

Gratuities, under the following regulations, shall be allowed, as Her Majesty's Royal Bounty, to the Widows and Orphans of such of the Officers mentioned in Article I, and of Subordinate and Warrant Officers belonging to Her Majesty's Ship's, as may be slain in the Queen's Service, in fight with the enemy, pirates or smugglers, or in encounters with the Ships of friends by mistake; and persons dying of their wounds within six months shall be considered as persons slain, viz:—

I. To a Widow, a Gratuity equal to a year's Full-Pay of the situation in which her husband was acting at the time of his death.

II. To each Orphan (who shall not be married, nor be of the age of twenty-one at the time of the father's death), one third of the Gratuity to the Widow; and posthumous children shall be considered as orphans.

3.

Gratuity to Seamen instead of Pension.

In cases where Seamen are discharged on account of wounds, injuries, or disabilities received or contracted in Her Majesty's Service, and when the same shall not be found, on examination, of such degree as to entitle them to a Pension, a Gratuity may be awarded to them, at the discretion of the Admiralty, of a sum varying from 1*l.* to 18*l.*, in full compensation for such wounds or injuries.

4.

Gratuity to Warrant and Petty Officers on promotion.

When the Admiralty promote a Warrant Officer to be a Commission Officer, under Article 19, at page 55, such Warrant Officer shall be entitled to the sum of 100*l.*, as a Gratuity, to enable him to provide himself with a proper outfit: and a Petty Officer promoted to be a Warrant Officer, shall receive 25*l.* for the same purpose. Applications for the above gratuities must be made to the Secretary of the Admiralty, for the consideration of the Board.

5.

Medal and

On a Ship being ordered to be paid off, the Officer in command is

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Gratuity for long service and good conduct.

immediately to transmit to the Secretary of the Admiralty, through the Commander-in-chief under whom he is serving, the names of any Petty Officers or Seamen, or Non-commissioned Officers or Privates of Marines (not exceeding in number the proportion of one for every 100 of the crew; or in small vessels, where the complement does not amount to 100 men, but exceeds 50, one man; or, in Ships having complements exceeding 150, but under 200, two men; exceeding 350, but under 400, four men; and so on in the same proportion), who shall have completed the requisite service to entitle them to long service Pensions, and who shall have behaved themselves invariably well in such Ship, and shall be in possession of a certificate of good conduct throughout their former service, when their Lordships may award them good-service Medals and Gratuities; the Medals to be presented by the Captain to the Men entitled to the same, in the presence of the whole of the Ship's Company, the last thing prior to the Ship being paid off. The Gratuities (payable only through the Staff Officers of Pensioners of the districts in which the men intend to reside), will be according to the following Scale:—

Appendix, 103.

Amount of Gratuity.

	£
I. To Chief and First-Class Petty Officers, and Serjeants of Marines, having served as such ten years . .	15
II. To Second-Class Petty Officers, and Corporals of Marines, having served as such seven years . .	10
III. To Leading Seamen, having served as such five years .	7
IV. To Able Seamen and Private Marines . . .	5

Lower rates may be paid.

In cases where the person recommended may not have served the full period as Petty or Non-commissioned Officer to entitle him to the higher rates of gratuity, he shall receive such one of the lower rates, with reference to his combined services in several capacities; as may, in the opinion of the Admiralty, be proper to award to him.

Medals without Gratuities.

In addition to the medals and gratuities granted under the foregoing representations, medals without gratuities may be awarded, under similar conditions, in the proportion of one for every hundred men of the crew.

Coast Guard District Ships.

Each Coast Guard District Ship is to be allowed one medal with the Gratuity, and one medal without the Gratuity, annually, on the 31st of March, instead of on paying off.

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Chapter XXXIV.

PENSIONS TO WIDOWS, AND COMPASSIONATE ALLOWANCES TO CHILDREN.

1.

Widows of Commission and Warrant Officers of the Royal Navy, and of Commission Officers of Royal Marines, may be allowed Pensions, and their Children, Compassionate Allowances, at the rates specified in the table in the Appendix, and subject to the following regulations:— **Widows of Officers may be allowed Pensions.** *Appendix*, 153.

2.

The Pensions authorized by these Regulations cannot be claimed as a *right*;—they are granted as rewards for good and faithful service rendered by deceased Officers;—they will only be conferred on persons deserving the Public Bounty;—the ordinary Pension will not be granted to Widows left in wealthy circumstances,—and the Pensions are liable to be discontinued altogether, in case of any misconduct rendering the individuals receiving them unworthy of the Public Bounty. **Principles under which Pensions are granted.** **Liable to be forfeited.**

3.

The Pensions of all Widows shall commence from the day following that in which their Husbands died, provided application be made by the Widow within Twelve Months from the same, otherwise from the time only of such application. **Commencement of Pension.**

4.

All applications for Pensions, and for Compassionate Allowances, must be addressed to the Secretary of the Admiralty, for the decision of the Board. **Application for Pension.**

5.

If the claim of a Widow to Pension shall not be established *before her death*, the amount of Pension to which she would have been entitled if living, shall not be allowed to her representatives. **Widow's claim must be established before her death.**

6.

A Widow shall not be eligible to be placed on the Pension List under any of the following circumstances:— **Circumstances that render a Widow ineligible to receive a Pension.**

I. If her husband, being a Commissioned Officer, married after the age of Sixty Years,—or, being a Warrant Officer, after the age of Fifty Years.

II. If her husband, being capable of service, had, at his own solicitation, been excused from serving, when called upon: provided he was officially warned that his Widow would thereby forfeit the Pension.

III. If her husband had been guilty of any fraudulent misapplication of the public money, discovered and proved in the final settlement of his accounts.

IV. If her husband had been guilty of Bigamy; or if she had been living at the time of her husband's death in a disreputable state of separation.

V. If her husband died in the service of a Foreign State, unless serving with the permission of the Admiralty.

VI. If she had not been married Twelve Months to the Officer by whose right she claims the Pension, unless the said Officer was killed or

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drowned in Sea Service; but the Admiralty may grant the Pension in cases of Officers dying before the expiration of Twelve Months from the time of their marriage, in such cases as they think proper.

VII. If she shall receive any other Pension, Provision, or Allowance from the Government, on account of her husband's services in a Naval or Military capacity.

VIII. If she shall be left in wealthy circumstances.

7.

Time the Officer must have been on the List to entitle his widow to a Pension.

The Widows of Commissioned Officers (except Chaplains) who shall have married after the 31st of December, 1830, are only entitled to the Pensions of their respective Classes, in the event of their Husbands having been on the List of Commissioned Officers, or on the List of Naval Instructors, ten complete years, except the husband be killed in action, or lose his life in the execution of the Service. If, however, the Officer died from the effects of foreign service, then, provided he had been five years on the List,—was in good health when he married,—and it be clearly shown, that the disease which occasioned his death resulted from such service alone, did not arise from constitutional predisposition, and was not brought on by any misconduct, or by any circumstances over which the Officer himself had control.

The Widows of Warrant Officers (Gunners, Boatswains, and Carpenters), are only entitled to Pensions in the event of their Husbands having been Warranted for a period of one year (acting time included), and provided they shall have been confirmed in the rank of Warrant Officer.

8.

Chaplain.

No Widow shall receive a Pension as a Chaplain's Widow, unless her Husband shall have been in Priest's Orders, nor unless his name was on the List at the time of his death, nor unless she shall have been married during, or prior to, her Husband's Service in the Navy, and unless her Husband shall have served One Year on Full-Pay subsequent to their marriage, and shall have served the length of time to entitle him to Half-Pay.

9.

Pensions to Widows who re-married prior to 31st December, 1830.

The Pensions of Widows who shall have re-married prior to the 31st of December, 1830, shall be paid to themselves, and their receipts shall, notwithstanding their coverture, be deemed a sufficient discharge for the payment of their Pensions.

10.

Pensions to Widows re-marrying after the date of these Instructions.

In all cases of a Widow re-marrying, on or after the date of these Instructions, her Pension shall be suspended from the date of her re-marriage; but in the event of her again becoming a Widow, her Pension may be restored, upon proof being adduced to the Admiralty that she is not in wealthy circumstances, and is otherwise deserving the Public Bounty, but it will be again liable to suspension during future re-marriage. Widows who are re-married before the date of these Instructions, and thereby forfeited their Pensions, will not have the same restored to them in the event of their again becoming Widows.

11.

Every Officer, whether on Full or Half-Pay, shall—in order to facilitate

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the decision upon the claim of his Family, after his decease, to the benefit of these Regulations—notify his marriage *within six months* of its taking place, to the Admiralty, according to the Form in the Appendix. **Marriage to be reported.** *Appendix*, 157.

12.

With respect to marriages contracted in Scotland, none will be admitted, for the purposes of these Regulations, which cannot be proved either by an extract of the Register of the Kirk Session, or other legal record of the place in which the marriage shall have been celebrated,—or by an acknowledgment of a Marriage to be transmitted to the Admiralty, made and subscribed by the parties themselves *in Scotland*, in presence of a Magistrate, according to the Form in the Appendix. **Marriages in Scotland.** *Appendix*, 157.

13.

MOTHERS.

When an Officer is killed in action, and leaves no Widow nor legitimate child, but leaves a Mother who is a Widow in distressed circumstances, and who was dependent upon him, the Mother shall receive a Pension equal to the ordinary rate of Widow's Pension attached to the rank which her Son held at the time of his death; but if such Mother shall herself be in the receipt of a Pension as an Officer's Widow, or shall have any other provision of any kind from the public, in that case no Allowance will be made to her on account of her Son, unless she gives up the other Pension or Allowance, and the Pension given to a Mother on account of her Son will be forfeited on re-marriage, and will not be restored in the event of her again becoming a Widow. **Pensions to Mothers of Officers.**

14.

SISTERS.

Sisters of Officers are not eligible to any Allowance, unless under very special and extraordinary circumstances, to be judged of by the Lords of Her Majesty's Treasury. The Allowance will not exceed that which would be given to a Mother, and will not be given in any case unless the Officer shall have fallen in action, or shall die of wounds received in action, within six months after being wounded, and shall have left no Widow, legitimate Child, nor Mother, nor unless the Sister shall be an Orphan, having no surviving Brother, and shall have been dependent for support upon the Officer killed. Every Pension so granted will cease when the person receiving it shall marry, or be in any other manner sufficiently provided for. **Allowances to Sisters of Officers.**

15.

CHILDREN OF OFFICERS.

Allowances on the Compassionate List to the legitimate Children of deceased Officers, may be given in those cases in which the Widow of the Officer would be entitled to be placed on the Pension List; provided it be shown that the Children have no other Allowance, Pension, or Provision from the Government; and that their pecuniary circumstances, and those of their family, are so limited, that they actually require assistance from the Compassionate Fund. **Compassionate allowances to legitimate Children of Officers.** *Appendix*, 153.

16.

The claims of the Children will be considered according to the length **How the claim of**

Children will be considered.

nature, and merit of the services performed by the Father; and as far as the decision upon claims can be governed by Regulation, in the following order, viz.:—

1st. Children of Officers killed in action, or drowned.
2nd. Children of Officers dying from illness contracted in the service.
3rd. Orphans, having neither Father nor Mother.
4th. Children of Officers dying on Foreign Service.
5th. Children of Officers dying on Full-Pay at Home.
6th. Children of Officers dying on Half-Pay.

17.

When the Compassionate Allowances shall cease.

The Allowances granted to the *Sons* of Officers may be continued until they attain the *Age of Eighteen*, or are otherwise previously provided for;—and those to the *Daughters* may be continued until they marry, or attain the *Age of Twenty-one*, whichever shall first happen, and no longer;—except in very special cases, in which it shall be shown, that such Sons or Daughters are afflicted with any mental or bodily infirmity, rendering them incapable of making any exertion for their own support; and that they are still in distressed circumstances.

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Chapter XXXV.

BOOKS, ACCOUNTS, AND CORRESPONDENCE.*

1.

Accounts to be rendered at the proper time.

As the want of proper and timely accounts in office causes great inconvenience, unnecessary trouble, and delay to the public service, the Captain is to take care that every Officer under his command, whose duty it may be to render accounts, returns, &c., to the Admiralty, or any other department, forwards the same within a reasonable time after they shall have become due, according to the several instructions on that head; and should any delay occur in the making up or transmission of such accounts or returns, the Captain is to call for an explanation from the Officer in charge, which explanation, with any observations he may have to offer thereon, he (the Captain) is to forward to the department to which the accounts, &c., relate.

Should any delay occur.

2.

Lists of Ship's Books, &c.

Ship's Books, &c.

I. Record Book
II. Muster Open List
III. Description Book
IV. Pay Book and Charge List,—and Pay Open List
V. Charge Book
VI. Quarterly Victualling List
VII. Allotment Lists
VIII. Remittance Lists
IX. Ticket Book
X. Bounty Lists
XI. Monthly Advance Lists
XII. Officers' Full-Pay Lists
XIII. Pay Tickets and Pay Lists
XIV. Transfer Lists
XV. Monthly Returns of Alterations, &c., for correcting Record Book in Office
XVI. Monthly Return of the number of Men borne
XVII. Monthly Return of casualties by death
XVIII. Annual Balance Sheet

All these Books, Accounts, &c., and the documents connected with them, are to be kept and rendered (under the control and direction of the Captain) by the Paymaster, who is held responsible for their correctness, and for the transmission into office, at proper times, of such of them as are required at the Admiralty. The regulations to be observed in making them out, &c., will be found in the Instructions for Paymasters, and are referred to in different parts of these Instructions.

3.

Captains and all others to see that Paymasters' Instructions are observed.

A separate code of Instructions being issued for the Paymasters of Her Majesty's Navy, Captains, and all others to whom they may directly

* As to the mode of keeping and rendering Engineers and Warrant Officers' Accounts,—*See* Chapter XXXVI., page 271, "Stores and Provisions."

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or indirectly relate, are enjoined to cause the directions therein contained to be duly observed and carried into effect; and the Captain or Commanding Officer of any one of Her Majesty's Ships is required to afford the Paymaster every facility the Service will admit of in the performance of the onerous duties devolving upon him.

Facilities to be afforded to Paymasters.

4.

Paymaster to have the control of clerks for conducting the office duties, &c.

Captain may select a Clerk of the Ship to assist him in his correspondence.

The Paymaster is, under the control of the Captain, to have the direction and superintendence of the Assistant Paymasters, Clerks, and Assistant Clerks on board, for conducting the office duties of the Ship, and for assisting him in any matter appertaining to his public accounts. The Captain, however, is authorized to select a Clerk, or an Assistant Clerk, to assist him in his correspondence, and for such other duties connected with writing as he may require; but as it is not expected that the whole of the time of such Clerk or Assistant Clerk will be so occupied, he is, for the period during which he may not be employed for the Captain, to be available for the ordinary office duties under the Paymaster.

5.

When the office staff is incomplete, &c.

When the office staff is incomplete in number, and in cases of continued sickness or absence of any Assistant Paymaster or Clerk, or in the event of any extraordinary pressure of office work which cannot be overcome without additional aid, the Captain may authorize the employment of any person belonging to the ship's company, competent to assist the Paymaster, and he may direct that Officer to pay the person so employed at the rate of not more than 1*s.* 3*d.* a-day; and the Captain is to be careful to insert in the vouchers full particulars of the nature of the duties performed, and of the circumstances which led to additional assistance being required, in order that the Admiralty may judge whether it was necessary that he should avail himself of the permission accorded in this Article.

6.

Return of provisions, money, &c., to be given to Captain.

On every occasion of the Ship being about to proceed to sea, and once a-week at least, the Paymaster is to furnish the Captain with an account of the number of days' provisions, oil, candles, wood and coal on board for the crew; and at the foot of the account is to be inserted the balance of public money that may be remaining in the hands of the Paymaster.

7.

Stores or provisions not to be purchased without sanction.

Appendix, 130.

No stores, or provisions (except fresh beef and vegetables) are to be purchased for the use of any of Her Majesty's Ships without the written sanction of the senior Officer present; and to enable such senior Officer to judge of the necessity for sanctioning purchases, the Captain of the Ship for which the stores are required, is to cause him to be furnished with a return in the form given in the Appendix, containing all the information called for in the several columns thereof. When the application to purchase may relate to provisions, the Captain is, for the like purpose, to forward to the senior Officer the Paymaster's account of the actual quantity remaining of the particular articles required, and of such as may be used as substitutes for them. The senior Officer's order

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to purchase is always to be attached to, and forwarded with, the original voucher, and a copy of it inserted on the other vouchers.

8.

For such purchases of stores or provisions as it may be absolutely necessary to make for the use of the Ship, under the regulations contained in these or the Paymasters' Instructions, the Captain is to employ the Paymaster, or the Consul at the Port where the Ship may be. Paymaster or Consul to purchase.

9.

When the Paymaster shall have received an order to purchase provisions or other articles for the use of the Ship, the Captain is to see that he takes measures for procuring the same on the best possible terms for the public, and, whenever practicable, by public advertisement, and when that shall not be practicable by private agreement; in either case the mode in which the purchase was effected is to be certified on the vouchers by the Captain. Captain to see that the purchases are made on the best terms.

10.

If the Captain shall, under peculiar circumstances, think it more advantageous for the public interest to employ the Consul to effect purchases instead of the Paymaster, the latter is to make payment for the same to the Consul, in which payment is to be included the Consul's charge for commission, at such rate as shall be certified to be usual at the place, not, however, in any case exceeding 2½ per cent. on the amount of the purchases; the Paymaster is also to procure the usual purchase vouchers, in which the Captain is to explain the circumstances that may have induced him to order the purchases to be effected through the agency of the Consul; and in the event of such explanation being considered satisfactory, the charge for commission will be allowed, otherwise it will be placed as an imprest against the Captain's pay. If Captain shall employ Consul to purchase instead of the Paymaster.

11.

All vouchers for purchases are to be obtained in duplicate; one to be forwarded with the Paymaster's monthly cash account, the other to be retained by that Officer; and an attested copy of the voucher for every purchase made, is to be transmitted by the Captain, at the earliest convenient opportunity, to the Commander-in-chief, or senior Officer on the Station, or, if he be not serving under the orders of such, to the Secretary of the Admiralty. Vouchers for purchases.

12.

In addition to the monthly examination, which may be conducted by two Officers, the Captain will, as often as he may deem necessary personally inspect the Paymaster's cash account, and ascertain that the balance due thereon to the Crown is correct, and that it corresponds with the balance remaining in the public chest. Examination of balance of public money.

13.

The Paymaster's half-yearly report of the Assistant-Paymasters, Clerks, and Assistant-Clerks, is to be forwarded with the Victualling Lists to the 30th of June and 31st of December of each year; and on paying off. Paymaster's report of Clerks.

14.

The Captain, from the date of his joining, is to see that a correct and Log Book.

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Appendix, 88 to 91.

proper log book is kept, according to the established form, containing an account of the proceedings of the ship, and of every occurrence and circumstance worthy of note, or specially ordered to be recorded. At the end of every six months (30th June and 31st December) and for the broken period up to the date of his discharge from the Ship, he is to forward a *complete copy* of such log book to the Secretary of the Admiralty, signed by himself, with a tract chart of the passages or cruizing of the ship, similar to that ordered to be inserted in the Ship's Log. He is to examine the ship's log book every day soon after noon.

Captain's copy.

Appendix, 91.

Ship's Log Books to be received by Captain from the Master.

At the end of every twelve months the Captain is to receive from the Master, the ship's log book in a perfect state, and grant that Officer a receipt for the same. All the original log books are to be kept in the ship until she is paid off, when they are to be forwarded by the Captain to the Secretary of the Admiralty.

How disposed of.

15.

Remark Book.

Appendix, 52.

The Captain is to keep a Remark Book, in the form in the Appendix, in which he is to note every useful information regarding the places he may visit, stating, in separate paragraphs,—

I. The latitude and longitude;

II. The variation of the compass;

III. The prevailing winds and currents;—specifying whether the currents are permanent, or due to periodical winds, and the direction of the prevalent or strongest wind;

IV. The time of high water, full and change, and especially the rise of tide at springs and neaps;

V. The aspect or appearance of the Coast in making the land, and in the vicinity of the port, describing the conspicuous objects. Where Pilots are to be obtained, and their charges. Lighthouses and Lights,—form, colour, height above the sea, &c.; leading marks,—form and colour,—with a sketch of each, if possible;

VI. The dangers in approaching the various anchorages, and the means for avoiding such dangers. The depth of water at each anchorage, and the nature of the bottom. The bearings from the anchorage, which are always to be taken at right angles, or as nearly so as possible;

VII. The supplies of water, provisions, coal, wood for fuel, and spars;

VIII. The facilities for all repairs the places can afford for ships or fleets; mentioning where there are docks or patent slips, their length, width of gates, and depth over sill;

IX. Inaccuracies that may be discovered in the charts supplied to

As a general rule, when the Coast, Anchorage, or Harbour is well known, there is no occasion to refer to it in the Remark Book, unless some inaccuracy in the Chart or Sailing Directions should be observed, in which case the same should be noted. But on a Coast, or a Harbour, little known, or for which there are no published sailing directions, the remarks cannot be too full,—as on the East and West Coasts of Africa south of the Equator; Burmah, and the Eastern shore of the Bay of Bengal; Cochin China; the Eastern Archipelago; Australia; Korea; Japan; the Pacific Ocean; California; the Western shores of Mexico and of Central America; Brazil; the West Indies, and Newfoundland.

Well known places.

Other places.

At the beginning of the Remark Book, an abstract of every passage made from port to port is to be given, in the form in the Appendix; and at the end of the Book, the Captain is to note the names and ratings of such of the Sub-Lieutenants, Second Masters, and Subordinate Officers as may be likely, from their general qualifications, to become good draughtsmen or surveyors.

Abstract of passages.

Appendix, 52.

The Remark Book is to be forwarded with the other periodical returns, through the Commander-in-chief or senior Officer, for the Secretary of the Admiralty, to the 31st of December in each year, and for the broken period up to the date of the Captain being superseded, or the ship being paid off.

How and when to be forwarded.

16.

The Chronometer Journal, in the form supplied with that instrument, is to be kept by the Master, and forwarded to the Admiralty with the Captain's Remark Book.

Chronometer Journal. *Appendix*, 53.

17.

Every Officer is enjoined to be correct in all the accounts which he may have to render of the receipt and expenditure of Public Money, Stores, or Provisions, always representing them as being received, disbursed, expended, or returned precisely in the manner in which they were received, or disposed of, and in no other. Any neglect in rendering the accounts at the prescribed periods, and in the manner directed, will be visited with the severe displeasure of the Admiralty.

Correctness in all accounts enjoined.

18.

Every Flag Officer and Commodore, before he strikes his Flag or Broad Pendant, and every Captain, and other Officer (who may be a signing Officer), before he leaves the ship to which he belongs, is to sign all books, accounts and certificates, which may be necessary to enable her Officers to pass their respective accounts or to receive their pay, provided he be satisfied that the same ought to be signed by him; but every Officer is to examine, very carefully, all Ship's books, accounts of the receipt, expenditure, or other disposal of money, stores or provisions, and all other books, accounts, or papers, before he signs them; and to sign such only as he shall know to be correct; he is also enjoined not to sign any certificate for any service, without ascertaining that such service has been actually performed.

Flag Officer and others to sign all accounts before leaving the Ship.

Accounts to be examined before they are signed.

19.

When a Captain is removed from the command of a Ship, he is to transfer to his successor the private signals and signal books,—all the Ship's Log Books from the date of her being commissioned,—the

Books, &c., to be transferred to succeeding Captain.

Engineer's and Warrant Officers' store accounts,—the defaulters' book,—record of conduct book,—leave book,—together with such other books and general regulations as may have been supplied to him,—and the originals of all unexecuted orders. For the above, he is to obtain five separate receipts from his successor, (four of which he is to forward to the Secretary of the Admiralty)—namely, one for the private signals and signal books, another for all the Ship's Log Books, another for the store accounts, and the other for the remainder of the books, &c. The fifth receipt, namely, that for the originals of all unexecuted orders, is to be forwarded to the Commander-in chief or senior Officer.

Receipts to be taken.

20.

Books to be delivered in a perfect state on paying-off.

On the ship being paid off, the Captain is to take care that all the books and accounts kept under his control and direction, are delivered in a perfect state, into the respective offices to which they relate. He is to put the Private Signals under a sealed cover, marked "Secret," and return them to the office of the Commander-in-chief, together with the Signal Books, obtaining that Officer's receipts for the same, which he is to transmit to the Secretary of the Admiralty.

Private Signals.

In the event of Signal Books or Private Signals not having been supplied.

In the event of Signal Books or Private Signals not having been supplied to the Commanding Officer of a ship, or in any special case of the same not having been transferred to his successor, or returned to a Commander-in-chief as before-mentioned, the said Commanding Officer must report the case to the Admiralty, with a view of obtaining a certificate, or a dispensing order, to enable him to receive his pay.

21.

Marriages on board Ship.

With the view of obtaining and preserving an authentic record of marriages solemnized on board Her Majesty's Ships, the Captain is, when marriages are solemnized on board the Ship he commands out of the United Kingdom, to cause a declaration of the marriage, signed by the Minister of the Church, by the contracting parties, and by two competent witnesses, to be entered in the log book of the Ship, specifying the fact, the day on which the marriage was solemnized, and the place where the ship then was. And he is to transmit to the Admiralty a certified copy of such declaration, which will be forwarded to the Registrar of the Consistory Court of the Lord Bishop of London, in Doctors' Commons, for the purpose of being registered.

Fee.

A fee of one pound being required by the Officer of the Bishop of London's Court for registering such marriages, that sum is to be received from the parties by the Captain, who is to deliver the same to the Paymaster, directing that Officer to debit himself therewith in his cash account. The Paymaster's receipt for the amount of the fee is to be transmitted by the Captain with the certificate before-mentioned.

22.

Births and Deaths at Sea.

Appendix, 126.

The notices respecting the registry of the birth of any child of an English or Scottish parent, or of the death of any English or Scottish subject, at sea, are to be complied with in all particulars by the Captains of Her Majesty's Ships.

23.

Rules for correspondence.

All Naval and Marine Officers, and Officers belonging to the Civil

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Establishments of the Navy, are to observe the following rules in their correspondence with the Admiralty :— Rules for correspondence.

I. Separate letters are to be written on separate subjects.

II. One-sixth of the first page is to be left blank at the top, for the purpose of official registration, and one-fourth of every page is to be left blank as a margin.

III. The subject of the letter or report, and the number of enclosures contained in it, are to be stated on the first page as a heading.

IV. Each paragraph is to be numbered.

V. Officers are to sign their names legibly, stating their rank after their signature. (NOTE.—This rule is to be observed on all occasions of Officers affixing their names to public documents.)

VI. Original certificates are always to be forwarded with accounts. Baptismal and Marriage certificates are also to be forwarded in original. No other original certificates are to be forwarded (unless when specially called for), but certified copies only. When original papers are transmitted, it is to be understood that they will be retained in office.

VII. All models, plans, or specimens, are to have the name and address of the person who forwards them, affixed thereto, with a reference to the date of the letter, or other explanatory document, which may accompany them.

VIII. All enclosures are to be attached to their covering letter, and are to be numbered.

IX. Care is to be taken in answering, or referring to, despatches from the Secretary of the Admiralty, to quote the *initial letter* on the first page of the despatch.

X. Commanders-in-chief, Officers on detached commands, Superintendents, and others having a regular correspondence with the Admiralty, are to number their letters. A fresh series of numbers is to commence on the 1st of January of each year.

XI. Enclosures are to be separately numbered as—"Enclosure No.___ in_____'s letter, No.___, dated_____ 18___," and entered in a schedule in the following form, which is to be attached to the covering letter :—

Schedule of enclosures in_____letter to the Secretary of the Admiralty.

No_____of 18 .*

No.	Date.	From whom.	To whom.	Subject.

* Captains and other Officers forwarding letters, containing enclosures, to the Admiralty, or for any of the departments of the Admiralty, are to send a schedule of such enclosures in a similar form, quoting the date of the covering letter when it may not have a number.

Rules for correspondence.

XII. All letters are to be written on paper of the size of foolscap, and in a clear and legible hand. Not more than twenty lines are to be inserted in one page.

XIII. When letters or documents are dated at sea, the latitude and longitude are to be stated.

XIV. All letters and documents transmitted in a foreign language (except French) are, when possible, to be accompanied by translations.

XV. Commanders-in-chief, and other Officers, abroad, having a regular correspondence with the Admiralty, are to forward a Schedule of all letters transmitted by them, in the following form:—

H.M.S._____
At_____

Schedule of letters sent herewith on the_____day of_____ by*_____ from†_____, to the Secretary of the Admiralty.

No.	Subject of Letter. If in reply to a letter from the Admiralty, state the date and initial letter of the same.	Office Column.

The Schedule is to accompany the letters; and the originals and duplicates are not to be inserted in the same form.

XVI. Commanders-in-chief and senior Officers abroad, are to forward by different conveyances, duplicates, and (if necessary) triplicates, of all the letters they write either to the Secretary of the Admiralty, or to any of the departments with which they may be directed to correspond. On these occasions they are to state at the top of each letter, in red ink, when, and by what conveyance, the original was sent.

XVII. Commanders-in-chief, and others, forwarding applications or reports, are never to omit stating their opinions with reference thereto.

XVIII. All letters, documents, and packages, for the Lords Commissioners, are to be addressed,—

"On Her Majesty's Service.

"The Secretary of the Admiralty,
"Whitehall,
"London,
"S.W."

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* State by what conveyance. † State from what place.

Those for the Departments,— Rules for correspondence.

"*On Her Majesty's Service.*

"*The Secretary of the Admiralty,*
"*Somerset House,*
"*London,*
"*W.C.*"

with the Department for which they are intended conspicuously written in the lower left hand corner of the cover, thus,—

"*Accountant-General,*"
"*Storekeeper-General,*"
"*Comptroller of Victualling,*" or,
"*Director-General, Medical Department,*"

as the case may be.

Letters, &c., for the Controller of the Navy, are to be addressed,—

"*On Her Majesty's Service.*

"*The Secretary of the Admiralty,*
"*Whitehall,*
"*London,*
"*S.W.*"

with the words "*Controller of the Navy*" in the lower left-hand corner of the cover.

XIX. All bulky documents, such as periodical returns, victualling and store accounts, &c., are to be made up and sent as parcels, when practicable, instead of through the Post-offices as letters; and if forwarded by a Mail Packet or Private Ship, they are to be sent on freight, in charge of the Mail Agent or Commander, from whom a receipt is to be taken for the parcels that may be delivered for transmission. Such parcels, so sent, being for the departments of the Admiralty, are to be addressed to the principal Officer for whom they are intended, instead of to the Secretary, as directed in the preceding Article.

XX. Letters, reports, &c., on ordinary matters, forwarded through the Commander-in-chief or senior Officer, may be "*submitted for the consideration* of the Lords Commissioners of the Admiralty,*" without covering letters; but all such submissions must be numbered, dated, and otherwise dealt with, as part of the correspondence of the Commander-in-chief or senior Officer who forwards them, and care must be taken to comply with the directions contained in Rule XVII.

24.

No Captain or other Officer in command, shall, while serving under the orders of a superior Officer, correspond direct with the Secretary of the Admiralty, except he be instructed to do so in special cases; but all Officers serving under superior Officers not to correspond direct with the Admiralty.

* Or "Information," as the case may be.

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matters for the information or consideration of the Lords Commissioners are to be addressed by him to his superior Officer, who will forward them, with such remarks as he may see occasion to offer thereon; and if any circumstances should occur, or any intelligence be obtained, which ought, in his opinion, to be communicated to the Admiralty sooner than they or it could be through his superior Officer, he is, nevertheless, to make his reports to him, and to transmit a copy of the same to the Secretary of the Admiralty, by the earliest safe conveyance, informing his superior Officer of his having done so; he is not, however, to omit acknowledging the receipt of orders or letters from the Admiralty, direct to the Secretary of the Admiralty, if they should not have been transmitted to him through his superior Officer.

Copies may be transmitted.

Acknowledgment of Letters.

25.

Officers and others to correspond through their Captains.

All Officers and others belonging to the Fleet, having any communications or applications to make to the Admiralty, or to the Commander-in-chief or senior Officer of the station on which they are employed, are, invariably, to transmit the same through their respective Captains or commanding Officers, who are to forward them, by the earliest convenient opportunity, through the proper channel, with their own observations thereon. And all Officers who may have occasion to correspond with, or furnish reports or accounts to, the several departments of the Admiralty, are to submit the same for the perusal of their respective Captains, who will append to them such remarks as they may deem necessary.

Reports to be submitted to Captain.

26.

Sale of dead and run men's effects.

Upon the death or desertion of any Officer, Petty Officer, Seaman, Marine, or other person belonging to any of Her Majesty's Ships, the Captain is to cause his clothes and all his other effects, including cash, to be collected and delivered into the charge of the Paymaster, by inventory, which is to be signed by two or more messmates in the case of an Officer, and by the Commander or senior Lieutenant, and Master-at-Arms or Ship's Corporal, in every other case; or by a Commissioned and Non-commissioned Officer of Marines, should the effects have belonged to a man of that corps. Such inventory is to be approved by the Captain, and to be retained by the Paymaster, for the purpose of its being afterwards completed by the addition of the amount of sale, &c., as directed in the Paymaster's instructions. But in the case of the death of an Officer, the Captain may, if he think fit to do so, direct that his effects, or any portion of them, be preserved until an opportunity shall offer of forwarding them to his relatives or executors, instead of having them sold by auction at the mast; in exercising this discretion, the Captain will, of course, be governed by a consideration of the circumstances of the deceased, the distance the Ship may be from his family, and what would, to them, in all probability, be the most agreeable course to pursue; and he will cause full particulars of such effects as may not have been sold to be inserted in the inventory before referred to, mentioning the name and rank of the Officer in whose charge they may have been left to be forwarded.

Private Books.

The private books and papers of deceased Officers are to be sealed up in parcels, in the presence of witnesses, and, if possible, forwarded to their

relatives or executors; such of the public books and papers as are not required to be retained on board the Ship (of which an inventory is also to be taken) of Officers who may have been in charge of stores, are, on their death or desertion, to be transmitted into office, with their accounts, by their successors.

If amongst the effects of a Petty Officer, Seaman, or Marine, there should be any article which the Captain might think proper to preserve, for the purpose of its being given up to the nearest relative or friend of the deceased, the same may be kept for that purpose; but the particulars must be noted in the inventory, as is directed in the case of the effects of Officers not sold.

Care must be taken not to dispose of any of the annual clothing that may have been supplied to Marines within the previous eight months. Marine Clothing.

27.

The following periodical returns, &c., will be required from the Captains of Her Majesty's Ships, namely:— Periodical Returns.

When to be Sent.	Subject.	Reference.	To Whom to be Sent.
Daily (except Sundays)	State of the Ship ...	Appendix, p. 80 ...	At the Home Ports, to the Commander-in-chief under whose orders the Ship may be; or, when required Abroad, to the Commander-in-chief or Senior Officer at the Port where the Ship may be fitting or refitting.
At the Home Ports on the last day of each month	State and condition of the Ship	" p. 84 ...	At the Home Ports, to the Commander-in-chief under whose orders the Ship may at the time be. From Ships Abroad, by every proper opportunity to the Officer in command of the Station or Squadron; or, if the Ship be not under the orders of a Senior Officer, to the Secretary of the Admiralty.
Yearly, Dec. 31.	Sailing Qualities ...	" p. 49 ...	Through the Commander-in-chief of the Station or Squadron, for the Secretary of the Admiralty.
Ditto ...	Remark Book	" p. 52 ...	
Ditto ...	Chronometer Journal ...	" p. 53 ...	
Ditto	Deviation of the Compasses	" p. 55 ...	
Ditto	Report on Chief Engineer*	" p. 54 ...	
Ditto	Boys who were educated at Greenwich Schools.	" p. 58 ...	

* These returns are to be considered as confidential. Those relating to Engineer Officers and Leading Stokers are to be sent by the Commander-in-chief in a separate cover, marked for the "Controller of the Navy." On the removal or discharge of a Chief Engineer, the report of his qualifications, &c., is to be forwarded through the Commander-in-chief, for the "Controller of the Navy."

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Periodical Returns.

When to be Sent.	Subject.	Reference.	To Whom to be Sent.
Every 12 months.	Special report of the result of the examination of the Machinery and Boilers	Appendix, p. 59 ...	Through the Commander-in-chief of the Station, or Squadron, to the Secretary of the Admiralty, for the "Controller of the Navy."
Half-Yearly, June 30, Dec. 31.	Progress in Gunnery. (To include the names of all the Lieutenants, Sub-Lieutenants, and Midshipmen)	" p. 60 ...	Through the Commander-in-chief of the Station or Squadron, for the Secretary of the Admiralty.
Ditto	Report of Sub-Lieutenants and 2nd Masters*	" p. 63 ...	
Ditto	Scientific acquirements of Midshipmen, Naval Cadets, and Masters' Assistants	" p. 64 ...	
Ditto	Return of Assistants, Paymasters, Clerks, and Assistant Clerks*	" p. 65 ...	
Ditto ...	Survey on Chain Cables	" p. 66 ...	
Ditto	Treasure conveyed (if any)	" p. 66 ...	
Ditto	Articles under trial (if any)	" p. 67 ...	
Ditto ...	Return respecting Coals	" p. 67 ...	
Every 6 months.	Copy of Ship's Log-Book	" p. 91 ...	The Secretary of the Admiralty.
Quarterly, March 31, June 30, Sept. 30, Dec. 31.	Return of all Officers on board	" p. 68 ...	Through the Commander-in-chief of the Station or Squadron, for the Secretary of the Admiralty.
Ditto	Return of Punishments (with Warrants) ...	" p. 70 ...	
Ditto	Report of Steam Engines†	" p. 76 ...	
Ditto	Return respecting Paymasters' Accounts ...	" p. 72 ...	
Ditto ...	List of Passengers ...	" p. 72 ...	
Ditto	Report of Engineers and Assistant Engineers*	" p. 74 ...	
Ditto	Report of the Qualifications, &c., of Leading Stokers*	" p. 74 ...	

* *See* Note, page 263.

† For the "Controller of the Navy."

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Periodical Returns.

When to be Sent.	Subject.	Reference.	To Whom to be Sent.
Quarterly, March 31, June 30, Sept. 30, Dec. 31,	Return of Continuous Service Men serving in Non C. S. ratings...	Appendix, p. 75 ...	Through the Commander-in-chief of the Station or Squadron, for the Secretary of the Admiralty.
Ditto	Return of all Pensioners serving on board ...	" p. 73 ...	The Secretary of State for War.
Ditto	Return of Detachment of Royal Marines ...	" p. 73 ...	The Secretary of the Admiralty, marked "for the Commandant of the _____Division of Royal Marines."

28.

Incidental returns, &c., required from the Captains of Her Majesty's Ships :— Incidental Returns.

When to be Sent.	Subject.	Reference.	To Whom to be Sent.
Before sailing for a Foreign Station or on particular service, or proceeding to join a Squadron.	State and condition of the Ship	Appendix, p. 84 ...	The Commander-in-chief.
	Return of all Passengers and Supernumeraries on board	" p. 72 and 96 ...	The Commander-in-chief, for the Secretary of the Admiralty.
Before sailing for a Foreign Station	List of Men and Boys Sick in Hospital ...	" p. 96 ...	The Commander-in-chief.
Before proceeding to Sea.	List of persons Absent without Leave, and from any other cause except Sickness in Hospital	" p. 97 ...	Ditto.
Ditto	Return showing the Names and Rank of all Officers who may be Absent, with such information as the Captain may be able to give respecting their Address and Absence	" p. 97 ...	The Commander-in-chief, for the Secretary of the Admiralty.

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Incidental Returns.

When to be Sent.	Subject.	Reference.	To Whom to be Sent.
Every Monday whileoccupying a Hulk.	Return of glass broken and damage done to the Hulk during the week	Art. 19, p. 329 ...	The Captain of the Reserve, for the Superintendent of the Dockyard.
On giving up possession.	Report of Hulk having been cleaned ...	„ 20, p. 329 ...	The Commander-in-chief.
When the Ship is completely equipped.	Plan of the stowage of the Holds	„ 7, p. 325 ..	The Superintendent of the Dockyard at the Port where the Ship is fitted out.
Ditto	Return (in duplicate) of all weights, &c., on board	Appendix, p. 98...	Ditto.
When the Ship is out of the hands of the Dockyard.	Report of the Examining Dockyard Officers as to the state of the Ship, &c. (in duplicate for each department, — Shipwright and Engineer) ...	Art. 6, p. 325 and Appendix, pp. 99, 100 ...	The original to the Commander-in-chief, the duplicate to the Superintendent of the Dockyard.
Before sailing from the Port after fitting out	Letter reporting Record Book and Allotment Lists having been transmitted to the Accountant-Gen. of the Navy	... ...	The Commander-in-chief.
Ditto	Report of the trial of spare masts and sails; and relative to the boats carrying the guns intended for them	Art. 5, p. 325 ...	Ditto
On receiving	Return of Treasure con-		One copy to the Secretary of the Admiralty; one copy to the Senior Flag Officer under whom the

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When to be Sent.	Subject.	Reference.	To Whom to be Sent.	Incidental Returns.
On arrival at Home from Abroad.	Letter reporting arrival, with a general account of proceedings, &c., since date of sailing orders	... ...	The Commander-in-chief at the Port where the Ship may arrive, for the Secretary of the Admiralty.	
	Copy of sailing orders...	... ...		
	Log and Track Chart for passage... ...	Appendix, p. 91 ...		
	Return showing the time the Ship has been under steam, for the period embraced in the Log	" p. 101 ...		
	List of all Passengers and Supernumeraries on board	" p. 72 ...		
	Lists of defects (in triplicate, for each department, — Engineers,' Gunners', Boatswains', and Carpenters')	" p. 101 ...		
	List of all Officers on board	" p. 100 ...		
	State and condition ...	" p. 84 ...		
	Report of Merchant Vessels passed during the voyage	" p. 102 ...	The Secretary of the Board of Trade, Whitehall, London, S.W.	
On Arrival at one Home Port from another	Copy of sailing orders...	... ...	The Commander-in-chief at the Port where the Ship may arrive. (These documents, with the exception of the lists of defects, are not required at the Admiralty, unless any particular circumstance should, in the opinion of the Commander-in-chief	
	Log	Appendix, p. 91 ...		
	List of all Passengers and Supernumeraries on board	" p. 72 ...		
	List of defects (if any) in triplicate ...	" p. 101 ...		
	Return showing the time the Ship has been under steam during the passage... ...	" p. 101 ...		

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Incidental Returns.

When to be Sent.	Subject.	Reference.	To Whom to be Sent.
On joining or rejoining the Commander-in-chief, or Senior Officer in command of a Station or Squadron Abroad.	Letter reporting proceedings	... ...	Commander-in-chief or Senior Officer in command of a Station or Squadron. (*Note.*—Except in particular cases, upon meeting a Senior Officer not in command of the Station or Squadron, it will be sufficient to take him an account of the Provisions, Public Money, Fuel, Candles, Oil, and Water on board, and at the back of such account, the names of any Ships for which there may be Supernumeraries.)
	Log and Track Chart ..	Appendix, p. 91 ...	
	Return showing the time the Ship has been under steam during the period embraced in the Log	" p. 101 ...	
	Lists of defects, in duplicate	" p. 101 ...	
	State and condition. ..	" p. 84 ...	
	List of all Passengers and Supernumeraries on board	" p. 72 ...	
Monthly.	Return of the number of Petty Officers, Seamen, and Marines whose period of service has expired, but who are detained in consequence of special emergencies of the public service ..	" p. 103 ...	Commander-in-chief or Senior Officer in command of a Station or Squadron.
On arrival, when under orders to Pay-off.	Reports of Survey on remains of Engineers' and Warrant Officers' Stores ..	Art. 24, p. 275 ...	The Superintendent of the Dockyard. (*Note.*—The Superintendent will forward the report relating to Gunners' Stores, to the Military Storekeeper at the Port.)
On receipt of orders to Pay-off.	Letter reporting when Ship will be ready to Pay-off	... ...	The Commander-in-chief for the Secretary of the Admiralty.
Ditto	List in duplicate of Men recommended for Long Service Medals and Gratuities ..	App. p. 103 ...	
Ditto	Suggestions for alterations, &c., in the Ship, her armament, or machinery	Art. 4, p. 292 ...	
Ditto	List of men recommended for Short Service Pensions. (Attested copies of Certificates to be inclosed.)	Art. 11, p. 242 ...	

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When to be Sent.	Subject.	Reference.	To Whom to be Sent.
On receipt of orders to Pay-off.	Duplicate lists of Men recommended for Coast Guard. (Attested copies of Certificates to be inclosed)*	... ...	The Commander-in-chief, for the Secretary of the Admiralty.
Ditto	Ditto, of Chief and 1st Class Petty Officers recommended for Warrants as Boatswains or Carpenters. (Attested copies of Certificate to be inclosed)	... ...	
Ditto	Ditto, of Men recommended as Dockyard Riggers. (Attested copies of Certificates to be inclosed)† ...	... ...	The Commander-in-chief, for the Superintendents of the several Dockyards.
Ditto	List of Petty Officers, Leading and Able Seamen desirous of joining the "Excellent" or the Gunnery Depot at Devonport ...	Art. 7, p. 94 ...	The Commander-in-chief, for the Captain of the Gunnery Depot.
Ditto	List of Continuous Service Men and Boys for Survey	„ 16, p. 296, and Appendix, p. 117	The Commander-in-chief.
Ditto	Duplicate copy of the report of the Ship's Sailing Qualities ...	„ p. 49	The Commander-in-chief, for the Superintendent of the Dockyard.
On the day of Paying-off.	Letter reporting the Ship having been Paid-off	... ...	Commander-in-chief for the Secretary of the Admiralty.
Ditto	All the Yearly, Half-Yearly, and Quarterly Returns, from the date of those last transmitted to the day of Paying-off ...	Art. 15, p. 296 ...	

Incidental Returns.

* The qualifications necessary for candidates for entry in the Coast Guard will be published in the Navy List from time to time.

† No man, whose age exceeds 35 years, is to be recommended; and all Seamen who may be so recommended, are to be informed that they can be entered only as vacancies may occur in the Establishments of the several Yards, and with the approval of the respective Superintendents, to whom lists of all men recommended will be forwarded.

Continuous service men may be recommended in the same manner as other Seamen; but, in the event of their being discharged from the Dockyards, they will be liable to complete at sea the remaining period of their service, but will be allowed to reckon the time served in the Dockyards.

Pensioners are not allowed to receive their Pensions whilst borne on the Establishments of

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Incidental Returns.

When to be Sent.	Subject.	Reference.	To Whom to be Sent.
On the day of Paying-off.	List of all Officers, whether Supernumeraries or belonging to the Ship, with their intended addresses (in duplicate)	Appendix, p. 102 ...	Commander-in-chief for the Secretary of the Admiralty.
Ditto	Professional qualifications of the Master (in duplicate) ...	Art. 37, p. 173 ...	
Ditto	Qualifications, &c., of the Chief Engineer ...	Appendix, p. 54 ...	
Ditto	Disposal of Seamen Gunners	Art. 19, p. 97 ...	
Ditto	Disposal of the Crew (in duplicate)*	Appendix, p. 104	Ditto
Ditto	Report on the state of the Chronometers, from the person to whose charge they are entrusted ...	... ...	
Ditto	List of persons Paid-off, showing the Ships to which they are to proceed at the expiration of their leave ...	Appendix, p. 104	The Commander-in-chief. (*Note.*—Separate lists in the same form are to be prepared for each Flag Ship or Receiving Depot to which the Men or Boys are to proceed at the expiration of their leave, and their parchment certificates are to be sent with the lists).

29.

Documents required to pass accounts.

Appendix, 140.

A list of the documents which each Officer, or his Agent, is required to obtain and deliver into the Office of the Accountant-General of the Navy, to enable him to pass his accounts, or to receive the residue of his pay, is given in the Appendix.

* The duplicate to be sent by the Commander-in-Chief to the Accountant-General of the Navy.

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Chapter XXXVI.

ACCOUNTS, &c., OF STORES AND PROVISIONS.

1.

When a Ship is commissioned, the Captain will be furnished, from the Dockyard and War Department, with the establishment of stores allowed to a ship of her rate and class, according to which his future demands are to be made. And he is to carry to sea the established number of boats and quantity of every article of stores allowed, unless he shall obtain the sanction of the Admiralty for leaving any number or part of them on shore at the port where the Ship is fitting out.

Establishment of Stores.

Neither Boats nor Stores to be left behind.

2.

When a Ship is in want of stores, proper demands are to be made for them in writing, through the Commander-in-chief or senior Officer; and when a Ship is going into port, the Captain is to cause the demands, together with the report of the defects of the Ship, to be made out, that there may be no unnecessary delay in supplying the stores or refitting the Ship; and, if possible, no more than one demand is to be made for each description of stores to complete the sea establishment.

Demands for Stores.

One demand to suffice.

Demands for Gunners', Boatswains', and Carpenters' stores are to be signed by the Master, and the Officer in charge, and those for Engineers' stores by the Engineer in charge. All demands must bear the Captain's signature of approval.

By whom to be signed.

Commanders-in-chief and senior Officers are to exercise a proper check on all demands for stores, whether at home or abroad, but more especially from Ships proceeding to England.

Demands to be checked.

3.

Officers in charge of stores on board Her Majesty's Ships are to keep regular and accurate accounts thereof; and the following are the forms and books required, which will be supplied from the Dockyard:—

Books and Forms to be kept.

Abstract Statement of Receipts and Issues.	Demands for Stores.
Expense Book.	Supply Notes.
Rough Expense and Supply Book.	Return Notes.
Indent or First Supply.	Certificate of Conversion.
Report of Survey of Remains.	Ditto Fixtures.
	Guard Book for Vouchers.

The forms and books required for the Gunner's accounts will be supplied from the War Department.

4.

As stores, usually termed Engineers', Gunners', Boatswains', and Carpenters' stores are to be accounted for separately, separate vouchers are to be used for each of the said description of stores.

Separate Vouchers for each department.

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Receipts to be signed.

Indents.

Stores for Harbour Service.

Before the Ship proceeds to sea, the Captain is to take care that the respective Officers in charge of stores sign the necessary receipts for such supplies as may have been obtained; and that they procure proper receipts for the stores that may have been returned. The indents and supply notes are to be carefully examined, to ascertain that every article inserted therein has been actually received on board; and no boats, oars or other stores supplied for harbour service, are to be taken to sea; observing that the value thereof, in such case will be charged against the Officer's pay.

5.

Expenditures to be recorded daily.

The expenditure of stores, whether for present use or sea store, is to be inserted daily, with every particular, in the respective columns of the rough Expense Book; and the quantity of each article is to be specified in words at length.

6.

Rough Expense Books to be examined and copied.

The rough Expense Book kept daily by Officers having charge of the stores, is to be examined once at least in the course of every week by the Captain and Master, who are to affix their initials in proof of such examination, and it is to be copied at the earliest opportunity into the fair Expense Book.

The Captain must bear in mind that the daily entries into the Expense Book are necessary to ensure accuracy in the accounts, as well as their being kept closely made up; he will therefore adopt such measures as may be necessary to enable him to ascertain that all the expenditures are duly recorded at the proper time.

7.

Losses.

All losses are to be duly inserted in the Expense Book, and the occasion of the loss in each instance is to be fully described in the proper column, "For what use," &c., and the Officer in charge is to ascertain that the particulars of the loss are noted in the Ship's Log Book, and to add in his Expense Book that such notation has been made.

Neglect.

The expenditure of articles lost by neglect will not be allowed, unless the loss is also noted on the Ship's Books and Pay Documents against the person through whose neglect it may have taken place; a notation is also to be made to the same effect in the Expense Book, with the name of the person against whom the loss has been noted. The charge in every case is to be enforced.

8.

Supply Book.

Voluntary charges.

Each Officer in charge of stores is to keep a Supply Book, in which he is to insert all articles arising from conversion, as well as those which may be purchased, or supplied from other Ships, or appearing from any source on the debtor side of the Abstract Statement. The several entries in the Supply Book are to be numbered so as to correspond with the distinguishing numbers in the Abstract Statement, under which the several particulars contained therein are brought to account. Whenever stores are taken on charge by conversion, or otherwise as a voluntary charge, the initial letters V. C. are to be inserted, instead of filling up the column headed "From whom;" and the same letters, together with the distinguishing number of the charge, are to be inserted in the Expense Book under the date of the expenditure of stores converted.

9.

All stores converted are to be entered in the Expense Book, so that the Officer in charge of the stores may obtain credit for them; and in each instance of conversion the articles made are to be duly taken on charge; and the Captain's order for the conversion must be produced as a voucher to the accounts. Conversions.

Whenever split or damaged sails are inserted as an expenditure in the Expense Book, the quantity of canvas taken out of them is to be entered in the books as a voluntary charge, as worn or old canvas; and all conversions of damaged stores are also to be entered in the same manner. Split sails.

10.

Stores, when received in lieu, are to be taken on charge, and those returned to be discharged (except the rigging, as explained in Art. 11); and if the stores be received in lieu under a different denomination, such stores must be taken on charge as they may have been supplied;—for instance, if canvas, &c., be received in lieu of a sail returned, the sail must be discharged, and the canvas, &c., taken on charge, the expenditure thereof duly inserted at the proper time in the Expense Book, and the sail made therefrom taken on charge by conversion. Stores received in lieu.

11.

The rigging of Her Majesty's Ships not being on charge, otherwise than as appears on the rigging warrant, no part of it is to be entered as a credit in the Abstract Statement when returned; nor are the ropes and blocks received for the purpose of replacing any part of the rigging to be entered as a debit in the Abstract Statement, but a notation of the transaction is to be made in the accounts. When rope, supplied as sea store, is used to replace rigging, it is to be inserted as an expenditure, and the old rope is to be taken on charge in the Supply Book, as rounding or junk, or as unrove rigging; and when rigging, replaced by rope, taken from the sea store, shall be returned into store, the necessary receipt is to be procured as a voucher for its return; but not any supply of rope is to be obtained in lieu, it being proper in such case to demand the requisite quantities for replenishing the sea store, which are to be entered as a debit in the Abstract Statement. Rigging.

12.

When stores are returned, or lent to other Ships, a Return or Supply Note is to be furnished, and receipts from the persons to whom the stores may be returned or supplied, must be procured; and when articles are supplied to other Ships, or for other services, the order for the supply must accompany the receipt taken for them. Supplies to other Ships.

13.

When a Tender is attached to a Ship, the Officer in charge of stores is to consider himself responsible for those supplied to the Tender, which are to be accounted for in the same manner as the stores supplied to the Ship, and the Officer commanding the Tender is to sign the Expense Book, which is to be approved by the Captain's signature, and the losses appearing therein are to be noted in the Ship's Log; such Officer commanding is to keep a rough Expense Book, and rough Abstract Statement, so that he may know at any moment the exact remains of stores on board the Tender. Unless under special instructions to the contrary, Stores in Tenders.

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a complete set of accounts will be required for each Tender, from the Captain of the Ship to which she is attached.

14.

Abstract Statement.

From the receipt and issue vouchers, and expense books, an abstract statement is to be made up, by which the state of the remains of stores on board may be ascertained, and any deficiencies or surpluses appearing after survey of the remains, are to be inserted in the proper columns. The supplies, receipt, or return of stores are to be posted into the Abstract Statement as they occur, when received, and the expenditure at the end of each month, care being taken to make a correct total of the separate quantities expended during the month.

15.

Guard Books.

Accounts to be in charge of Paymaster.

The receipts and credits brought to account in the Abstract Statement being shown by distinguishing numbers, corresponding numbers must be affixed to the vouchers in the Guard Books. The whole of the accounts and vouchers, except those appertaining to Engineer's stores, are to remain in the possession of the Paymaster, who is to allow the respective Officers to have access to them at reasonable times, for the purpose of obtaining such information as they may require.

16.

Differences in the Accounts.

Fixtures.

Explanations of the causes of differences, whether of stores deficient or surplus, appearing when the account is balanced, are to be given in the last page. Stores deficient from omissions in the report of survey of remains are to be taken on charge by entering them in the Supply Book for the succeeding period. Whenever any articles described as "Fixtures" in the Establishment of Carpenters' stores are omitted in the Abstract Statement, a certificate must be produced according to the form required.

17.

Accounts required from Captain.

Certificates.

Although the stores are placed in charge of particular Officers, the accounts are required from the Captain, who is to insert a notation on the pay-tickets of such Officers to enable them to obtain their pay, should they be superseded, provided their respective accounts are correct.

18.

Masters, &c., in charge of Stores.

When Masters or Second Masters have charge of the Warrant Officers' Stores by order of the Lords Commissioners of the Admiralty, or in consequence of the death or absence of the Officer who had charge of them, the accounts are to be kept in the same manner, the Captain furnishing the Masters or Second Masters with a certificate that the accounts have been kept correctly, to enable them to obtain payment of the remuneration to be granted for this service.

19.

Engineers' Stores.

The Engineers' stores on board Steam Ships are to be in charge of the Chief Engineer, and the accounts are to be made up by him in the same manner as for the other stores. When the Ship is out of Commission, the Engineer Officer in charge is to be accountable to the Officers of the Dock-yard, or to the Captain of the Steam Reserve, as the case may be, for whatever expenditure of stores may take place; so that the

accounts, to be rendered by the Captain appointed to commission the Ship, may commence only on the day the pendant shall be hoisted.

20.

The Captain is to consider the making up of the respective accounts as a most important duty; and he is to understand that all responsibility relative to store accounts will remain with him, the Officers in charge of the stores, and with the Master as regards Warrant Officers' Stores. The fair accounts appertaining to Gunners', Boatswains', and Carpenters' stores, are to be kept, and prepared for transmission, by the Paymaster (under the direction of the Captain), as pointed out in the instructions for that Officer. Making up the Accounts.

21.

The Engineer's, Boatswain's, and Carpenter's Abstract Statements, and fair Expense Books, together with the indents or first charges, and reports of survey on remains (or in case the Ship should be paid-off, receipts from the Officers of the Yard for the stores returned), as also all other reports of survey, orders for the appropriation and conversion of stores, supply notes, receipts, and fair copies of the Supply Books, are to be transmitted by the Captain to the Admiralty, for the Storekeeper-General of the Navy, at the end of every twelve months, and when paid-off. When and to whom to be forwarded.

The accounts relating to Gunners' stores are also to be transmitted by the Captain, at the end of every twelve months, and when paid-off, to "The Secretary of the War Department ('Store Account Branch'), Pall-Mall, London."

22.

On the transmission of the accounts into office, the Rough Expense Books and Supply Books of Gunners', Boatswains', and Carpenters' stores, are to be retained by the Master, and those relating to Engineers' stores by the Engineer Officer in charge; and should the Master or Engineer be removed from the Ship, the said books are to be handed over to their successors, for future reference, if necessary. Disposal of Rough Expense Books.

23.

When a Ship is to be paid-off all standing, or to be re-commissioned, the Captain is to apply to the Commander-in-chief for a survey to be held on her spars, rigging, sails, machinery, and stores, and in the reports particular mention is to be made of such as are damaged or require to be replaced. One copy of the report of survey, appertaining to each department (Engineer's, Boatswain's, and Carpenter's), when approved by the Commander-in-chief, is to be transmitted by him to the Superintendent of the Dockyard, for the guidance of the Dockyard Officers; and a copy of the report of survey appertaining to the Gunner's department, approved as before mentioned, to the Military Storekeeper, who will, respectively, become responsible for the efficient equipment of the Ship, so far as may be rendered necessary by the said reports of survey. Duplicate copies of the reports of survey referred to, are to be forwarded immediately, through the Commander-in-chief, to the Secretary of the Admiralty. Paying-off all standing, &c.

24.

With a view to prevent the improper disposal of surplus stores from

Surveys to be held preparatory to being paid-off.

Her Majesty's Ships about to be paid off, either by supplying or transferring them to other ships, or in any other manner,—on the return of a Ship from her station, and when approaching a port, after the usual period of service in commission, surveys are to be held by the proper Officers on board, of the actual remains of stores of every description (except medical, victualling, and clothing stores), both converted and otherwise, the Captain and surveying Officers taking care that every article of store that can be brought to view, be seen, and duly taken on charge in the reports of survey:—such articles as cannot possibly be brought to view are to be taken from the account, and a notation to that effect is to be made in the reports. Immediately on the receipt of orders for the Ship to be paid-off, either all standing, or into the Reserve, the reports of such surveys, signed by the proper Officers, are to be transmitted by the Captain to the Commander-in-chief at the port, in order to their being forwarded to the Superintendent of the Dock-yard, for the guidance of the Officers, as to the quantities of Engineers', Boatswains', and Carpenters' stores to be received from the Ship, after making due allowance for the expenditure which may have taken place from the date of the surveys to the time of paying-off. The report of survey on Gunners' stores is to be forwarded, through the Commander-in-chief, to the Military Storekeeper.

Reports of such surveys.

25.

Stores not to be used for private purposes.

Extraordinary expenditures.

The Captain shall not suffer any of the Ship's stores to be applied to private uses, nor wasted; and the utmost caution is to be observed in all expenditures. Whenever he shall think it necessary to order any extraordinary expenditure, or conversion of stores, his order shall be given, in writing, expressing the reason for the expenditure or conversion; and every such order is to be transmitted into office with the accounts.

26.

Ship's sails.

The Captain is never to allow the Ship's sails to be used for coverings of boats, or for awnings, or coal screens; nor to convert canvas or sails, which are allowed by the establishment, into sails which are not allowed; nor to remove nor alter the service or marline of the foot ropes of the sails, as supplied by the Dock-yards; nor to convert them, nor any other description of stores, to any other use than that for which they were supplied, unless it be absolutely necessary, or they have been surveyed and reported unfit for their proper use.

Iron ballast.

The use of iron ballast in boats being contrary to the rules of the service, the expenditure of it, in case of any loss from its being so used, will not be allowed unless the most satisfactory reasons be assigned.

27.

Officer ceasing to have charge.

Whenever an Officer having charge of stores may be removed, from any cause, or shall die, a survey must be held, on the remains of his stores for his successor to take charge; and if there be no deficiencies unaccounted for, the Captain is to insert a notation on his pay ticket to enable him to obtain the residue of his pay, or, in case of death, that it may be paid to his representatives.

Deficiencies from a disregard of those instructions.

Losses and deficiencies arising from a disregard of any part of the instructions relating to the receipt and expenditure of stores, or which may

not be satisfactorily accounted for, will be charged against the Captain, as well as the Master and the Officer having the charge of the stores in question.

28.

Stores for conveyance.

When stores are received on board one Ship for conveyance to another, or to any of the Naval Yards, care must be taken to obtain and deliver the requisite receipts into office, in order to clear the charge.

29.

Care of stores while fitting.

Frequent instances having occurred of the embezzlement of stores belonging to Her Majesty's Ships, when fitting out or re-fitting, the respective Captains are to be particularly careful, on all such occasions, to adopt the most effective measures for the safe custody of the stores.

30.

Neglect or fraud to be reported.

Every Officer is enjoined to report to the Captain of the Ship to which he belongs, or, through his Commanding Officer, to the Commander-in-chief, or the Secretary of the Admiralty, as circumstances may require, any neglect, collusion, or fraud which he may discover in any Contractors, Agents, or other persons concerned in supplying Her Majesty's Fleet with Stores, Clothing, or Provisions; or in executing any works in the Naval Department, either afloat or on shore, whether such Stores or Provisions be under his charge or not, or such works under his inspection, or that of any other Officer.

31.

Captain's report of neglect or fraud.

If any fraud or material neglect shall be discovered in the supplying of any stores, clothing, or provisions, the Captain is to represent it forthwith to the Commander-in-chief, or senior Officer present, or, in the absence of either to the Superintendent, which representation is, if necessary, to be forwarded to the Secretary of the Admiralty.

32.

Personal interest forbidden.

Every Officer is forbidden to have any pecuniary or personal interest in purchases, or in contracts, made for supplying provisions, clothing, or stores of any kind, for the use of Her Majesty's ships; or in contracts made for executing any works in the Naval Department; or to receive any emolument, fee, or gratuity whatsoever, either directly or indirectly, on account of such purchases or contracts.

33.

Timely demands to be sent.

The Captain of any Ship serving abroad, and not under the orders of a superior Officer, is to send to the Secretary of the Admiralty timely demands for such stores as the Ship he commands may require, if there be not proper Officers on the station to comply with them; and to enable the Board to judge more correctly of the necessity for such supplies, a survey of the quantity and quality of the Stores remaining on board is always to be held, and a report of the same is to be transmitted with every demand: and Captains are charged not to purchase stores of any description unless there be an absolute and urgent want of them.

34.

Iron cables.

The Captain is to attend, most carefully, to the state and preservation of the iron cables; and, to guard against accidents from the cables

Survey.

becoming weakened from wear or corrosion, he is to cause a survey to be held upon them every half-year, by the proper Officers, as directed in Article 3, at page 286, assisted by an experienced Blacksmith from the Dockyard, if the ship be in port, and, if not, by a Blacksmith of the ship or of the squadron where one can be had.

The bolts and pins of the joining shackles, and the chain messengers, are to be examined at the same time, care being taken that the swivels in the former are well cleaned, and warm tallow run into the sockets. All the shackles and bolts are to be rubbed over with soft tallow, and the pins with stiff white lead, in order to prevent corrosion, and to cause the cables to part more quickly when required. Whenever the shackle bolts are driven out, the greatest care is to be taken to remove from the sockets, with the chisel supplied for that purpose, every particle of the old lead pellets before driving new ones.

Reports of the Survey.

One copy of the report of survey is to be pasted into the Guard Book of returns, to accompany the Boatswain's annual account, and the other copy is to be forwarded with the periodical returns; but if the cables are found defective, a triplicate copy of the report must be transmitted, by the earliest opportunity, through the senior Officer present, to the Secretary of the Admiralty, and full particulars of the defects communicated by letter to the Commander-in-chief of the station where the Ship is employed.

35.

Stores not to be deposited in Dock-yards.

When they are deposited there by order.

The Captain is not, either at home or abroad, without special permission from his Commander-in-chief, to deposit in the Dock-yard or elsewhere, any of the sails, spare machinery, or stores of any kind whatsoever belonging to the establishment of the Ship. Whenever he may, under peculiar circumstances (which are always to be stated in the Commander-in-chief's written permission), have authority to deposit any articles in a foreign yard, &c., he is never to omit to take them on board again before he quits the station, unless the Commander-in-chief, or senior Officer on the spot, shall direct them to be left for the use of other Ships.

36.

Care of the hempen cables.

Perishable stores to be inspected and aired.

Record.

The hempen cables, supplied to Her Majesty's Ships are not to be stowed away until they are thoroughly dry; and when they are stowed, every precaution is to be taken to protect them from water. Such cables, sails not in use, and other perishable stores, are to be got on deck occasionally in fine weather, to be inspected and aired, the dates of the inspections, and the state in which the different stores were found, being duly recorded in the log-book, as well as on the last page of the expense book of the Officer in charge, where the entries under each date are to be signed by the Captain and Master.

37.

Articles under trial.

The Captain is to send a return, half-yearly, according to the established form, containing reports of the several articles on trial in the Ship he commands. The names and uses of the several articles are to be described, the names of the inventors when known, the points in which the articles differ from others in use before, and every particular is to be inserted, affording every possible information on their advantages or defects; and any change which may, from time to time,

occur in the opinion of the respective Officers is to be noted in each successive report. Articles under trial are to be put to early and frequent proof.

These regular reports are to be in addition to any special reports ordered to be made on such articles.

Whenever any of Her Majesty's Ships shall have on board any implement or arrangement in the armament of a Ship differing from the establishment, the Captain is to transmit to the Secretary of State for War, in addition to the half-yearly report for the Admiralty, a similar report for the War Department, according to the established form.

38.

Stores, &c., supplied to Foreign Ships of War.

The Captain is not to spare any of the Ship's stores or provisions to the Ship's of War of any Foreign Power, without evident necessity, or orders from his superior Officer; and, in either case, he is to give his orders in writing for such supply, and to send to the Secretary of the Admiralty, by the first conveyance, an account of all the articles supplied, causing proper notations to be inserted in the Ship's log-book, and in the Officer's accounts; he is also to require from the Commander of the Foreign Ship of War three receipts for the stores or provisions supplied, one of which he is to transmit, with the account, to the Admiralty, and a second by another opportunity, through his Commander-in-chief; and the third is to accompany the Officer's account.

39.

Stores, &c., supplied to Merchant Ships.

The Captain is not to spare any Ship's stores or provisions for the use of any Merchant Ship or Vessel, unless it shall evidently appear that such Ship or Vessel is in distress for the want of the same, and that they cannot be otherwise procured, or unless he shall receive orders from his superior Officer to do so; in either case, he is to cause proper receipts to be taken for the Articles supplied, with the address of the owners, and which receipts are to be sent forthwith to the Admiralty (the original direct, and the duplicate through his Commander-in-chief), in order that payment may be claimed from the owners. In the case of provisions, he is to cause cash payments to be obtained, if possible, for the same. If found impracticable, he is then to obtain a bill of exchange, to be drawn by the Master on the owners, payable to Her Majesty's Paymaster-General or to his order, and sending such bill to the Secretary of the Admiralty. The address of the Owners is to be stated; and the value of the articles of provisions is to be calculated at the rates stated in the Paymaster's Instructions.

40.

Master to have charge of Compasses, &c.

The Standard, Azimuth, and Binnacle Compasses,—Chronometers, Charts, Barometers, &c., are to be in charge of the Master. The spare Compasses are also to be in charge of the Master; and he is enjoined never to allow any of the Compasses to be moved without previously lifting (by the means provided) the card from the pivot. The Captain, Master, and other Officers are to be guided, with reference to the Compasses, by the "Practical Rules" relating thereto, with which rules they are to make themselves thoroughly acquainted.

41.

Seamen's Library.

The Captain is to place the Seamen's Library under the temporary charge of the Seamen's Schoolmaster, or such other fit person as he may think best.

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The Books are to be lent to the Seamen, under such regulations as the Captain may find it advisable to adopt, for the purpose of rendering them as accessible and useful as possible, and for ensuring their being properly taken care off.

Bibles and Prayer Books.

Bibles and Prayer Books will continue to be issued for the use of Her Majesty's Ships, under the regulations which may from time to time be made on that head.

Injury to or loss of Books.

The attention of the Captain is to be given to prevent injury to, or loss of, the Bibles and Prayer Books, and Books supplied for the Seamen's Library; and should any of them be missing, or appear to have been injured beyond reasonable use, he may, if he see due cause, order the value to be charged against the persons or person through whose misconduct or negligence the loss or injury may have occurred.

42.

Paymasters' demands.

All demands for provisions, clothing, and other stores, in charge of the Paymaster, are to be prepared under the authority of the Captain; and to enable the Paymaster at all times to demand and provide the requisite supplies, the Captain is to inform that Officer of the period for which the Ship is to be victualled, and, if necessary, the station to which she is about to proceed.

43.

Fresh Meat.

Whenever the Ship is in Port, whether at home or abroad, the Crew are to be supplied, if possible, with Fresh Meat and Vegetables, according to the established proportions. In all cases where Fresh Meat is received on board the Captain is to take care to appoint proper Officers to ascertain that it be perfectly good and wholesome, and, if received from a contractor, in every way conformable with the terms of his contract. In order that a just distribution thereof may be made, and to prevent any occasion of complaint, the fresh meat, if Beef, is to be received in quarters, and, if Mutton, in carcases, conformably to which weight the quarters or carcases are to be cut up into the usual mess pieces, in some convenient and public part of the Ship, open to the view of the Ship's company, and under the particular inspection and supervisal of such Officers, Petty Officers, and Non-commissioned Officers of Marines, as the Captain may appoint.

Salt Meat.

Skimmings.

Delivery of Meat to the Messes.

The Captain is to cause the Ship's Cook to be overlooked, in order that the salt meat be properly steeped; that all articles of provision be cleanly and palatably dressed; that the boilers be kept clean; and that the skimmings of the boilers, in which salt meat has been boiled, be on no account given to the men, either to mix with their puddings, or to use in any other manner, as scarcely anything is more unwholesome or more likely to produce scurvy. When the meat is boiled (whether salt or fresh), it is to be delivered out to the messes in the customary manner of pricking fairly for it.

Loss in boiling.

In the event of a complaint being made by any of the Officers or Ship's company, that the Salt Meat supplied to them has, from its age or from any inferiority of quality, lost in boiling *more than one half* of its original weight, the Captain will order inquiry to be made by the surveying Officers of the Ship into the circumstances, and whether the meat has been properly cut up and cooked; and if it shall be proved

to their satisfaction that the daily allowance to the Officers or Ship's Company, or the portion supplied to any particular mess, has fairly lost by boiling *more than one-half* of the original weight of the meat when put into the coppers, the Captain will, should he consider an extra allowance necessary, direct the Paymaster to issue an additional quantity of raw meat, of the same species, equal to half the original allowance complained of, placing his initials in the proper column of the statement to accompany the Paymaster's accounts, as an authority for the total extra issue on each day. Extra allowance.

As these extra issues are authorized only for the purpose of making up the dinner allowance, and as they are to be made only when the Captain may consider them actually requisite for the proper subsistence of the Officers or Men, no portion, either of such extra issues, or of the original ration of salt meat in respect of which they may be made, is ever to be paid for as savings. Principle on which it is granted.

In case of the surveying Officers having any difficulty in deciding on the claims for such extra issue, a fair selection of pieces of the meat are to be weighed before being put into the coppers, and also after being cooked. Meat to be weighed.

44.

The allowance of spirit for the Ship's company is to be mixed every day upon deck, with the usual proportion of water, in the presence of a Second Master, or, in his absence, such other Officer as the Captain may appoint, and it is to be served out at dinner-time only. Spirit to be mixed.

No raw spirit is to be issued, except for the Commission Officers, Gun Room, Engineers, and Warrant Officers' messes; and all sale, loan, transfer, gift, or barter of spirit, or other intoxicating drink, to or with any of the Ship's company, by any person whatsoever, is prohibited. Raw spirit.

45.

When it shall be advisable and practicable to cut fire-wood for the use of the Ship on a foreign station, the Captain will give directions for the necessary quantities of that article being so obtained, by the crew, as opportunities may offer; and as compensation for the labour, exposure, and wear and tear of clothing of the men thus employed, he will direct the Paymaster to pay the same at the rates specified in that Officer's instructions. Cutting fire-wood on shore.

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Chapter XXXVII.

HOSPITALS AND SICK QUARTERS.

1.

Officer accompanied by Surgeon to go with the Sick to Hospital.

An Officer, accompanied by the Surgeon or one of his Assistants, is always to go with the sick sent from any one of Her Majesty's Ships, to see that they are conveyed to the Hospital or Sick Quarters, with as little inconvenience as possible, and that they are properly received there.

2.

Officer not to be sent to Hospital without permission.

An Officer is never to be sent to a Hospital, Hospital Ship, or Sick Quarters, except in cases of urgency, without the Commander-in-chief, or the senior Officer present, having signified on the Sick Voucher his approval of his being so sent, the necessity of which is first to be ascertained by him; but if, notwithstanding such approval, the Inspector-General, Deputy Inspector-General, or Surgeon of the Hospital, Hospital Ship, or Sick Quarters, shall be of opinion that he ought not to have been sent, they are, nevertheless, to receive him, and immediately represent their opinion, with their reasons for it, to the Commander-in-chief or senior Officer.

If Senior or Medical Officer be of opinion that the Patient should not have been sent.

3.

Documents be sent with Patients.

Whenever any person belonging to one of Her Majesty's Ships is sent to a Hospital or to Sick Quarters for cure, a Pay Ticket, Sick Voucher, and the usual certificate of service and conduct, containing with the utmost correctness all the particulars therein respectively required, are to be sent with him; and if the patient be an Officer, a certificate, setting forth the date to which he was last paid, and the deductions to be made from the next payment due to him, must be attached to his Ticket.

Clothes and effects taken with the Patients.

Inventory.

Officer's duty.

Officers are to be allowed to take with them such clothes and effects as they may think necessary; but Men and Boys are to be required to take all their clothes and effects; and Marines, in addition, on the Home Station, their arms and accoutrements. An inventory of whatever may be so taken, is to be made out very correctly on the back of the ticket, and inserted also in the Sick Voucher, which latter document is to be signed by the Officer who accompanies the patient to the Hospital; and such Officer is to see that the clothes and effects, as well as the papers referred to in this Article, are delivered into the charge of the person at the Hospital whose duty it may be to receive them.

4.

Infectious diseases.

At places where there is a Naval Hospital, all persons serving in Her Majesty's Ships who may be afflicted with Erysipelas, or infectious diseases, are to be removed to it as soon as possible.

5.

Captain to be informed of

Every Captain will receive, as opportunities may offer for communicating, from the Medical Officer or Agent of a Hospital or Sick

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Quarters, an account of all the patients sent from his ship for treatment, who shall have died, or have been discharged, run, or otherwise disposed of, that the circumstances relating to them may be properly noted on the Ship's Books. Disposal of Patients.

6.

Every Captain is to receive such recovered patients, whether of his own or any other Ship, as the Superintendent, Medical Officer, or Agent of a Hospital, or any Agent of Sick Quarters, shall send to him; but should any of them be considered unserviceable, he is to make application for their being surveyed, but is not to refuse receiving them unless he be immediately going to sea, and the holding of a survey be impracticable without detaining the Ship; in which case, the reasons for refusing them shall be stated in writing, and be signed by himself and the Surgeon of the Ship, and the statement shall be sent to the principal Officer of the Hospital or Sick Quarters, in the same boat with the patients. Recovered Patients to be received. If considered unfit.

7.

When Seamen or Marines are cured at any Hospital or Sick Quarters they are to be returned to the Ship to which they belong, if she be at the Port; but when, in consequence of her being absent, they are sent on board another Ship, the Captain of that Ship is not to enter them as part of her complement, except he receive an express order to do so, but is to bear them on a list of Supernumeraries for Victuals, and is to return them to their proper Ship whenever he meets her, or to send them when an opportunity offers; but if the complement of that Ship shall then be complete, or if she shall have left the Station, he is to enter them in the Ship he commands, if her complement be not complete; but if it be, he is to bear them as disposable supernumaries. In whatever Ship such Men shall be entered as part of the complement, or as disposable supernumeraries, they are to be borne in that Ship's Books for wages from the time of their discharge from the Hospital. Men to be returned to their own Ship on being cured. If their own Ship be not present or the complement be complete. How to be borne.

8.

Whenever a patient is sent to a Hospital, or Sick Quarters, particularly on a Foreign Station, the clothes which may be necessary for him should be issued, if possible, from the Ship he belongs to; but if there be a necessity for their being issued at the Hospital, or Sick Quarters, an account of them is to be sent with him on his Discharge Ticket to the Ship which receives him, and they, together with any other deductions appearing on the said ticket, are to be charged against his wages in the books of the first Ship in which he shall be borne as part of the complement, or in which he shall receive his pay. Clothes to be issued to men before going to Hospital, or if issued at the Hospital.

9.

Whenever Petty Officers, Seamen, Marines, or Boys are invalided from Naval Hospitals, the date of their invaliding, and the disease for which they are invalided, are to be inserted in the proper place on their parchment certificates, and the senior Medical Officer of the Hospital is to affix his signature thereto. Date of invaliding to be inserted in certificate.

10.

If there shall be at any time an absolute necessity for sending Sick or Wounded Officers, Men for Boys on shore in a Foreign Port where there is not a Naval Hospital, nor any person appointed by the Where there is not a Naval Hospital or Sick Quarters.

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Lodgings to be hired or tents erected.

Admiralty to take care of them, the Commander-in-chief, or the senior Officer present, or the Captain, if the Ship be alone, is, if circumstances will admit of it, to hire lodgings, or, if that be impracticable, to order tents to be erected for their reception, made of the old sails of the Ship, and is to appoint the Surgeons best qualified in the Squadron to attend them; and they are to be victualled as nearly as circumstances will admit, in conformity with the directions contained in the Surgeon's Instructions, relative to the Sick mess on board Ship, but if circumstances shall make the erection of tents and the attendance of the Surgeons impracticable, the Commander-in-chief, or the senior Officer present, is to contract with some proper person to supply the patients with lodgings and provisions of the description before directed, and is to appoint a well-qualified Medical Practitioner of the place to attend them, at a sum to be specified, according to circumstances, for each patient for medicines and attendance.

Care and victualling of the Sick.

Accounts to be rendered by Medical Practitioner.

The person so appointed is to be furnished with the established Forms, agreeably to which he is to keep his accounts, and he is to be informed that he will be required to make a declaration to the correctness of them. The patients are to be sent to him with the usual documents, which he is never to deliver to them, but is to send to the Captain of the Ship to which they may be discharged, and he is to obtain from such Captain a certificate of the day on which the patients are received on board; but if any patient shall die or desert, he is to note the date of his death, or desertion, on the Ticket, and to send it, with a statement showing how his effects have been disposed of, by the first safe opportunity, to the Secretary of the Admiralty, for the Accountant-General.

Captains and Surgeons to inspect Sick on shore.

Examination of accounts.

Whenever patients shall be so sent on shore, the senior Officer in the port is frequently to direct the Captains, with their Surgeons, to muster them, and to see that they are properly taken care of, and that they are not kept on shore after being sufficiently recovered to return to their Ships; and he is, with the assistance of a Paymaster, to examine very carefully the accounts of the Surgeon and Contractor at the usual times for sending them home,—and, as circumstances may require, to certify their correctness, or to point out those parts to which he shall see cause for objecting, without which certification the accounts shall not be passed.

11.

Statement to be forwarded on sending patients to Sick Quarters not in charge of established agents.

Before sending any patients from Her Majesty's Ships to Sick Quarters on shore (excepting to Naval or Military Hospitals, or to established Surgeons and Agents), a statement is, in each case, to be required from the Medical Officer of the Ship (for transmission to the Medical Director-General of the Navy), approved by the Captain, of the particular nature and effect of the disease, and of the reason why the patient could not be safely treated on board; and when there is no Medical Officer in the Ship, the same information is to be required from the professional person to whom the patient is sent.

Payment for subsistence and medical attendance.

Proper vouchers for the payments made for the subsistence and medical attendance of the patients, as well as for the hire of lodgings for them, are to be sent to the Accountant-General of the Navy, for reference to the Medical Director-General,—care being taken that no more expense be incurred than what may be absolutely necessary to

promote the comfort of the patients. Bills for medical attendance on the Home Station are, however, to be sent into office for approval before being paid.

12.

Persons recently discharged from a Hospital, or recovered from sickness on board, are, as far as possible, to be excused from duties in exposed situations, until their health and strength shall be re-established.

Convalescents, to be excused from certain duties.

13.

Distressed British subjects arriving in England in Ships of War, may be admitted into our Naval Hospitals in cases of extreme urgency and severity, when they cannot be received in the Union Workhouse of the place as casual poor, or until they can be conveyed to their proper parish.

Distressed British subjects.

14.

When an Officer or other person belonging to Her Majesty's Service dies on board, at any place where there is a Naval Hospital, the body is to be sent to the Hospital for interment,—with a certificate from the Surgeon, countersigned by the Captain, stating the name, rank, and age of the deceased, the date of his death, and the disease of which he died, —unless the friends of the deceased wish to undertake the burial at their own expense, in which case the body is to be delivered up to them.

Persons dying on board and sent to Hospital for interment.

15.

Officers and others, belonging to Her Majesty's Service, dying at any place where there is not a Naval Hospital, may, unless their friends wish to undertake the burial, be interred at the public expense; but in no case will the Admiralty sanction a payment of more than Seven Pounds, from the public funds, for the funeral of an Officer, or Three Pounds for that of any other person. Proper vouchers, for such payments as the Captain may direct to be made under this head, are to be transmitted by the Paymaster with his cash account.

Funeral expenses.

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Chapter XXXVIII.

SURVEYS.

1.

Applications for surveys.

All applications for surveys shall be made to the Captain by the Officer who has charge of the articles required to be surveyed; the Captain approving of any such application shall then submit the same to the Flag Officer, or Commodore, commanding the division of the Fleet to which he may belong, who will order the survey applied for to be held except in cases to be reserved for the Commander-in-chief's particular directions; but a Captain not serving in a Fleet, or not being at the time in company with the Officer commanding the Division or Squadron to which he may belong, is to submit such application to the senior Officer present; but if there be no senior Officer, he may himself give an order for the survey to take place.

Appendix, 132.

2.

When to be held.

Surveys on Stores of every description, and on Provisions, Clothing, &c., are to be held on the following occasions, viz.:—

When they appear to be unserviceable;

When they appear to be deficient in quantity, or defective in quality;

When the Officer who has charge of them wishes to close his account; or when he or any other Officer has reason to suspect that the quantity of any species remaining is less than, according to the quantity expended, it ought to be; or when, by the promotion, resignation, removal, or absence of an Officer in charge, or by his being left behind from the Ship, or sent to Sick Quarters, or by his death, the charge of them is to be transferred to some other Person; or when the Ship is paid-off to be re-commissioned.

3.

By whom to be held.

All surveys on stores appertaining to the department of the Gunner, Boatswain, or Carpenter, are to be held by the Commander (where there is a Commander borne in addition to a Captain), the senior Lieutenant and the Master,—or, where there is no Commander so borne, by the senior Lieutenant, another Lieutenant, and the Master,—of the Ship in which the stores may be for survey. In Ships commanded by Lieutenants and inferior Officers, these surveys are to be held by a Lieutenant, Master, and Warrant Officer of the department to which the articles to be surveyed may belong, of other Ships.

Warrant Officers' Stores.

so borne, by the senior Lieutenant, Master, and Paymaster,—of the Ship in which the articles may be for survey.

Engineers' stores.

Surveys appertaining to the Engineer's department are to be held by the Commander or senior Lieutenant as above, the Master, and Chief Engineer, of the Ship in which the articles may be for survey. Where there is an Inspector of Machinery afloat attached to the Squadron, he may, at the discretion of the Commander-in-chief or senior Officer, be substituted for a Chief Engineer on these surveys.

Exceptional cases.

With reference to the foregoing, it must be observed, that in cases where the Commander-in-chief, or senior Officer, may deem it proper to order Officers of other Ships, or of other grades than those specified, upon any particular survey, he is at liberty to do so.

4.

Where proper number of Officers cannot be had.

In all cases in which it may be absolutely necessary to hold a survey either on Officers or Men, Stores or Provisions, when it may not be possible to collect the number and description of Officers required to hold such survey, the senior Officer is to direct such other number and description of Officers to hold it as the nature of the circumstances may require, substituting, as far as may be, Officers of the same class and department, instead of those whose attendance cannot be procured. The order for holding any such survey shall state the circumstances which render it impossible to obtain the attendance of the regular surveying Officers, and which also render it necessary to hold the survey before there is any likelihood of obtaining their attendance.

5.

Particulars to be stated in reports.

The reports made by surveying Officers are to specify by whose order the surveys were held, and for what purpose; what were the articles ordered to be surveyed; the quantity and quality of those articles remaining on board; or the actual quantity or state of any which shall have been represented as deficient or defective; the quantity is always to be written in words at length; and if any stores complained of be found to be no longer fit for their proper use, the reports are to specify whether they be fit for any other, and for what, or whether they be no longer fit for any purpose whatsoever.

6.

Purchased provisions and stores.

Upon all occasions of provisions, stores, or other articles being purchased, the Captain is to order the same to be surveyed, as to quantities and quality, before they shall be allowed to pass into the charge of the Officer to whose department they belong. (Certificates of these surveys are inserted in the forms of vouchers for purchases.)

7.

If any neglect or fraud be discovered.

If any appearance of neglect shall be discovered by the surveying Officers, it is to be particularly noticed in their report, whether it be the Officer in charge of the stores, or any other person, who may have been guilty of it; but if an appearance of fraud be discovered, the surveying Officers are not only to notice it in their report, but are also to deliver to the Captain a separate report informing him of their suspicions of such fraud having been committed, and of their reasons for suspecting it.

8.

False reports, or false accounts of stores, &c.

If any Officer shall wilfully sign a false report of the quantity or condition of the articles he is ordered to survey, or shall discover any fraudulent practices in the management of them, and shall not make proper mention thereof in his report, or if any person shall give a false account of stores or provisions, by which the surveying Officers may be deceived, and be led to make out an improper report, he is to be immediately suspended, and his misconduct reported to the Commander-in-chief, or to the Secretary of the Admiralty, that he may be tried by a Court-Martial, or otherwise dealt with as may be deemed proper.

9.

Partiality or injustice on the part of surveying Officers.

Whenever any partiality or injustice shall be discovered in the proceedings of the surveying Officers, the same shall be represented immediately to the Captain, whose attention to the care with which surveys of every description are held on board must always be considered by him to be of the greatest consequence to the public service.

10.

Three reports to be made of articles surveyed.

There are to be three copies of all reports of surveys, each copy signed by all the surveying Officers, and countersigned by the Captain; one of which, attached to the order for the survey, is to be delivered to the Officer in charge of the articles surveyed, to be placed with his account; one is to accompany the articles, if they are to be returned into store, or is to be delivered, if a transfer take place, to the succeeding Officer (who is always to be present at the survey if possible); and the third copy is to be transmitted by the Captain to the senior Officer present, if the survey was held by his order, otherwise to his Commander-in-chief; but if he be not under the orders of one, it is to be forwarded, by the first safe opportunity, to the Secretary of the Admiralty, for the proper department.

Disposal of the reports.

11.

Ultimate disposal of the reports.

The copy of the report delivered to the Officer who had charge of the articles surveyed is to be transmitted by him to the proper Office, with his other books and papers, when he closes his account: the copy delivered to an Officer to whom the charge of the articles is transferred is to be considered as his first charge of them, and is to be sent with his books and papers, when he closes his account; and the copy delivered to the Officer by whose order the survey was held is to be by him transmitted to the Commander-in-chief, or to the proper department, as mentioned in the preceding Article.

12.

Stores, &c., thrown overboard.

The surveying Officers are not to direct any stores or provisions to be thrown overboard, except such as, from their state, may be prejudicial to the health of the Ship's Company; whatever they find in such a state, they are themselves, after obtaining the Captain's authority in writing, to see thrown into the sea immediately; and they are to mention in their report their having done so. All other unserviceable stores, not convertible to any use, they are to leave to be returned into store, whenever the Ship shall go to a port where there is a Storekeeper, or other Officer authorized to receive them.

Returned into store.

13.

When any Officer belonging to one of Her Majesty's Ships employed

abroad, shall be represented to a Commander-in-chief as being in such a state of health as to render him unfit for further active service on the station, the Commander-in-chief is to order three Captains, and the Surgeons of the Ships they command,—or three Captains, the Inspector-General or Deputy Inspector-General of Hospitals and Fleets, where there is such an Officer in the Squadron, and two Surgeons,—(assisted by the principal Medical Officer of the Naval Hospital, when his attendance can be had, and the survey takes place at the Hospital,) to survey him: and if they be satisfied that his continuing in the service in which he is employed would be attended with danger to his life, or with the risk of permanent or prolonged injury to his health, or that a change of climate is absolutely necessary to his recovery, they are to report accordingly; but if they shall discover any misrepresentation in such Officer's case, or any disposition on his part to withdraw himself unnecessarily from the service in which he is engaged, they are to report their opinion to the Commander-in-chief, that all who have concurred in such misrepresentation may be dealt with as circumstances may require.

Officers abroad physically unfit to be surveyed.

Surveying Officers.

Appendix, 105.

If improperly invalided, &c.

In urgent cases, where it would be unadvisable to wait to obtain the Commander-in-chief's order for a survey on an Officer, the same may be held under the direction of the senior Officer present.

Urgent cases

Officers belonging to Ships on the Home Station, who are unfit for further active service, are to be sent to the nearest Naval Hospital with a view to their being invalided from thence.

Officers at home physically unfit.

14.

Men and Boys represented to be unfit for Her Majesty's service, are to be surveyed by the Officers mentioned in Article 13. All the particulars of the case of any Man or Boy found unserviceable are to be most fully and carefully stated in the report; and, when they are taken to a Naval Hospital for examination, timely notice is to be given to the Superintendent, or principal Medical Officer, of the intention to send them there.

Men and Boys physically unfit.

Appendix, 108.

15.

Three reports are to be made out (signed by the Captains and Medical Officers, and by the principal Medical Officer of the Hospital where the survey has been held) of each Commission, Subordinate, or Warrant Officer, or Marine Officer, being found incapable of continuing on the station where he is employed, or in active service, and are to be delivered by the senior Captain to the Commander-in-chief, or Officer who ordered the Survey, who is to send one report (under cover), bearing his signature of approval, to the Officer surveyed, and another copy to the Secretary of the Admiralty,—the third copy being retained by the Commander-in-chief, to whom, in the event of his not having ordered the survey himself, it is to be transmitted, by the senior Officer present, by the first favourable opportunity.

Reports on Officers surveyed.

Disposal of reports.

The Commission or Marine Officer is to send the report which he receives, as soon as he shall arrive in any part of the United Kingdom, also to the Admiralty; the Warrant or Subordinate Officer is to present that in his possession at the Hospital he may repair to,—or to the Captain of the Ship to which he may be discharged.

Reports furnished to officers invalided from abroad.

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Report to Director-General on an Officer invalided.

The Surgeon is to send, by the first opportunity, to the Medical Director-General of the Navy, a detailed statement of the commencement and progress of the complaints for which an Officer has been invalided.

16.

Reports on Men and Boys surveyed.

Two reports of Men and Boys surveyed are to be made out, signed, and delivered to the Commander-in-chief, or Officer who ordered the survey, as above directed; one copy is to be transmitted, by the first proper opportunity, to the Secretary of the Admiralty, and the other is to be retained by the Commander-in-chief. The reports relative to Marines afloat are to be separate from those relative to Seamen, &c.; and when Officers or Men of the Royal Marines from Head Quarters are surveyed, the reports on them (a copy of which must be transmitted, through the Commander-in-chief, to the Commandant of the Division,) are not to be included in the reports of Officers and Men of the corps employed afloat.

Disposal of reports.

Marines.

17.

Coast-Guard.

Whenever Seamen belonging to the Coast-Guard are reported as unserviceable, they are to be surveyed in the same manner as Seamen of the Fleet, but reports are to be made out for them separate from the reports of other Seamen.

18.

Surgeon to attend with persons to be surveyed. *Appendix*, 105.

Officers, Seamen, Marines, and Boys, sent from Her Majesty's Ships to be surveyed, are to be accompanied by the Surgeons of the Ships in which they are borne, who are to afford the surveying Officers all the information in their power, relative to the cases of the individuals brought forward by them for examination.

Marine Officers from Head Quarters.

Officers of Royal Marines from Head Quarters are to be surveyed at the Naval Hospital, and the Medical Officer of Marines who accompanies them to the Hospital is to sign the reports.

Marines from Head Quarters.

Marines sent from Head Quarters to be surveyed are to be accompanied by the Adjutant and a Medical Officer of Marines, both of whom are to sign the reports.

19.

Examination in England of Officers who have been invalided from abroad.

Commission Officers of the Navy and Marines invalided from Foreign Stations will be examined at one o'clock on the Tuesday of each week, by the Medical Director-General, at the Admiralty, Somerset-House, and they are to appear there for that purpose as soon as possible after their arrival in England; or, if more convenient to themselves, they may, with the permission of the Medical Director-General (for which they are to make application as soon as they shall arrive) be examined at the nearest Naval Hospital on any day except Sunday.

Subordinate Officers and Assistant Engineers invalided from abroad are to be re-examined at one of the Naval Hospitals;—Warrant Officers as directed in Article 21. Should any of the above land at a port where there is no Hospital, and be unable to travel to one, they must transmit to the Secretary of the Admiralty a certificate of such inability, signed by the Captain and Surgeon of one of Her Majesty's Ships, if there be one present, or if not, by any Medical Practitioner, and when able to travel they are to proceed to the nearest Naval Hospital.

If unnecessarily invalided.

If it shall in any case appear that an Officer has been unnecessarily invalided, he will be ordered back forthwith to rejoin his Ship, and the

Admiralty will take such other measures with regard to him and to the surveying Officers, as the particular case may require.

20.

Continuous service Men and Boys, when invalided, are, on arrival in England from abroad, or when brought forward at places on the home stations where there is not a Naval Hospital, to be invariably re-surveyed at the nearest establishment of that kind. Those found on such re-survey to be serviceable, are, if their Ships should be at home, to be returned to them, or, if abroad, to be sent to the Flag Ship at the port for disposal. Re-survey of Continuous Service Men and Boys.

21.

Gunners, Boatswains, and Carpenters, immediately after being paid-off from Ships in commission, are to be brought forward for survey by the Captain of the Reserve, or the Captain of the Gunnery Depôt Ship, to which they may have been discharged, with a view of ascertaining whether they are still fit for sea duty, or fit for harbour duty only (permanently or temporarily), or unfit for any further service. Such survey is to be held, under the order of the Commander-in-chief, by the Superintendent of the Dock-yard, a Senior Captain, and the Officer in charge of the Reserve, assisted by the Surgeon of the Reserve Guard Ship, and two other Surgeons of Ships in commission. The same course is to be followed with the above-mentioned Warrant Officers becoming incapacitated either for sea duty, or for harbour duty, as the case may be, by infirmity, accident, or disease, while serving in the Reserve; and also with those who may be invalided, or sent home from abroad. The result of the survey is to be reported in the form given in the Appendix, and the surveying Officers are to take care that every column therein be filled up with scrupulous accuracy. The information required in the column headed "Extract from Captain's certificate in each Ship," must be very fully and correctly given, as the amount of pension to those who are unfit for further service, and the advancement of such as are reported to be fit for sea duty, will most materially depend upon the characters they have received from their respective Captains. Separate reports, in duplicate, are to be made out for each Warrant Officer surveyed, and transmitted to the Commander-in-chief,—one copy being for the Admiralty, the other for the Reserve Guardship or Gunnery Depôt to which the Warrant Officer belongs, or to which he may be discharged,

Survey on Warrant Officers on paying off.

By whom to be surveyed.

On becoming unfit at Home.

Reports.

Appendix, 106.

Warrant Officers in Hospital at home, who may be considered by the principal Medical Officer of the establishment unfit for any further service, may, *in special cases where it would be inconvenient to discharge them to the Reserve*, be surveyed at the Hospital as directed in Article 13; and when this is done, they need not be re-surveyed before the Superintendent of the Dock-yard; but the Surveying Officers in such cases are, instead of the usual reports on an Officer, to transmit those before referred to. And whenever a Warrant Officer may be discharged from the Hospital to the Reserve for survey, a certificate is to be delivered to him setting forth how long he has been in Hospital, the nature of his case, and the opinion of the Medical Officers as to its curability or otherwise, which certificate is to be appended to the original report, on the Warrant Officer being surveyed.

Survey in Hospital at Home.

Reports.

Certificate on leaving Hospital.

CHAPTER XXXIX.

PAYING-OFF.

1.

Stores to be returned.

WHEN a Ship is ordered to be paid-off (unless ordered to be paid-off all standing), the stores of every kind are to be returned to the departments to which they severally belong, and the Captain is to put himself in communication with the heads of the different departments to expedite the service.

Service to be expedited.

Officer to be with working party.

Master.

To facilitate the return of stores, an Officer is always to be sent with a working party to prepare the stores for reception, so that they may be received at once, and the accounts with the Officers of departments settled without delay. The Master is to attend at the Dock-yard daily, during working hours, whenever the Warrant Officers are returning stores.

2.

Rigging.

Stores to be returned in separate boats.

Lighters.

The rigging is to be bighted in regular lengths, and properly tallied before being landed;—care being taken in clearing it, that it be not chopped or otherwise injured. To prevent losses and mistakes, and to facilitate the returns, the small stores for the several departments are to be sent on shore in separate boats and not mixed up with heavy or bulky articles. Lighters belonging to one department are on no account to be used for the conveyance of stores belonging to another department, without proper authority having been previously obtained for that purpose, through the Commander-in-chief.

3.

Fittings made on board, and stores not on charge.

Bulkheads.

Stores not to be sent or taken to other ships.

All fittings made on board are to remain in the Ship; and such small stores as may have been supplied for the accommodation of the Captain, Officers, or Crew, although not on charge, are to be returned into store. The bulkheads and other internal fittings are not to be disturbed; and no stores or fittings of any kind or description are to be taken or supplied to other ships without due authority.

4.

Alterations made in the Ship.

Report.

Any alterations which may have been made in the Ship, which the Officer who pays her off considers have been advantageous to her, together with any suggestions likely to prove beneficial if adopted, are to be reported by letter to the Secretary of the Admiralty, through the Commander-in-chief; and a duplicate of the report is to be sent to the Superintendent of the Dock-yard.

5.

Boats.

The boats are to have the Ship's name painted on each bow before being returned.

6.

Precautions to prevent peculation.

While under orders to pay-off, more than ordinary precautions are requisite to prevent any peculation of the stores; additional sentries are to be posted at different parts of the Ship, and the police directed to be

very vigilant in observing that nothing be surreptitiously passed through the ports or out of the Ship. The Officers of watches,—at night time especially,—are enjoined not to allow, without the sanction of the commanding Officer, any boat to remain alongside, or to hover about, the Ship. Hammock lashings, clews, &c., made of Government rope, are not to be taken out of the Ship, except to the Dock-yard; and the Captain is, generally, to adopt such measures as he may deem expedient to prevent the appropriation of any public stores to private purposes.

7.

The Captain is to report to the Superintendent of the Dock-yard when the Ship will be ready for inspection by the proper Officers, to ascertain that her holds, magazines, store-rooms, &c., are perfectly clear and clean. After the Ship has been examined by the Dock-yard Officers, the magazines and store-rooms are be locked, and the keys delivered into the Master-Shipwright's Office. The Stokers are not to be withdrawn from the work immediately connected with the engine-room, but are to be at the disposal of the Engineer in charge, to enable that Officer to get the engine room, bilges, &c., clean and in proper order, previous to the inspection of the same by the Captain of the Steam Reserve. In Ships fitted with a screw, the same is to be raised ready for examination, previous to the day of paying off.

Ship to be examined by Dock-yard Officers.

Keys of store-rooms, &c.

Stokers.

Engine-room to be cleaned.

Screw.

8.

If the Ship be ordered to be paid-off all standing, or for re-commissioning, the unserviceable stores only are to be returned; and such as may be serviceable are to be kept in charge of the respective Officers, until they are superseded.

Paying off all standing.

9.

The Captain, as soon as he shall receive orders to pay-off, is to deliver to the Commander-in-chief, in a letter written and sealed with his own hand, the private signals with which he may have been furnished. He is also to return the Slave Trade papers in a letter to the Secretary of the Admiralty.

Private signals.

Slave Trade Papers.

10.

The Officers and Crew, on the day of paying-off, are, unless the Captain should receive orders to the contrary, to be disposed of as follow:—

Disposal of Officers, Men, and Boys on paying off.

I. All the Commission Officers not appointed to other Ships, with the exceptions hereafter mentioned, are to be discharged to the shore.

II. Sub-Lieutenants, Second Masters, and Assistant Paymasters, if confirmed in those ranks, are to be discharged to the Commander-in-chief's Flag Ship, for disposal. Acting Sub-Lieutenants are to be discharged to Her Majesty's Ship "Excellent;" and Acting Second Masters to the Commander-in-chief's Flag Ship, at Portsmouth.

III. All the Subordinate Officers not appointed to other Ships, with the exception of 2nd-class Assistant Engineers, are to be discharged to the Commander-in-chief's Flag Ship, for disposal.

IV. The Engineers and Assistant Engineers are to be discharged to the Guard Ship of the Steam Reserve.

V. The Boatswain and Carpenter are to be discharged to the Guard Ship of the Steam Reserve. The Gunner, if the Ship be paid-off at Woolwich, Sheerness, or Portsmouth, is to be discharged to the "Excellent," and if paid-off at Devonport, to the Gunnery Depôt there.

Officers borne for closing accounts.

VI. The undermentioned Officers may, if necessary, be transferred, under the orders of the Commander-in-chief, to the books of the Flag Ship, Guard Ship, or Gunnery Depôt at the port, as the case may be, and borne for full or sea pay while closing the accounts of the Ship from which they have been paid-off; but in no case are they to be so borne for a longer period than as follows:—

Master		7 days	On the books of the Flag Ship.
Paymaster	1st, 2nd, & 3rd Rates....	14 „	
Assistant Paymasters	4th, & 5th Rates	10 „	
Clerks	6th Rates and under	7 „	
Ship's Steward ...			
Chief Engineer, or Senior Engineer Officer in charge		7 „*	On the books of the Guard Ship of the Steam Reserve.

Gunner	7 days	On the books of the Guard Ship of the Steam Reserve; except in the case of Gunners paid-off at Portsmouth or Devonport, where they are to be so borne on the books of the Gunnery Depôt.
Boatswain	7 „	
Carpenter	7 „	

The necessary application to the foregoing effect, stating the names and rank of the individuals required to be borne as described, must be made by the Captain, to the Commander-in-chief, a day or two before the Ship is paid-off.

Disposal of Men and Boys.

VII. The continuous service Petty Officers, Seamen, and Boys, are to be discharged to the Flag Ship, Guard Ship, or Receiving Depôt Ship at the Port to which they will return at the expiration of their leave. Such of the non-continuous service men as volunteer to remain in the service with a fresh entry, and are accepted, are to be discharged in the same way as continuous service men. (NOTE. If at the Port to which Stokers, Blacksmiths, and Blacksmith's Crew intend to return at the expiration of their leave, there be a Guard Ship of the Steam Reserve, they are to be discharged to such Ship, instead of to the Flag Ship.)

Appendix, 104.

Seamen Gunners.

VIII. The Seamen Gunners, and men acting as such, are to be discharged to the "Excellent" at Portsmouth, or to the Gunnery Depôt at Devonport, as they may elect to return to at the expiration of their leave. Men volunteering for either of the Gunnery Depôt Ships on paying off, are to have their Leave Tickets made out to return to one of those Ships; and all eligible Petty Officers and Able Seamen, on their return to the Ship they were discharged to on going on leave, are to be asked the question,—"Do you wish to join either of the Gunnery Ships?"—and if they reply in the affirmative, they are to be allowed to do so, provided there are vacancies.

Men volunteering for Gunnery service.

Marines.

IX. The Marines, with their baggage, are to be landed at the nearest Divisional Head Quarters on the day the Ship pays-off. The Captain is to make application to the Commander-in-chief for boats to be sent at the time required to convey the Marines to the landing place. The parchment certificates of the Marines are to be sent to Head-Quarters with them.

* Unless required for a longer period under Article 26, at page 179.

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10. Stewards, Domestics, Bandsmen, and the remainder of the Ship's Company, are to be discharged to the shore, with the exception of the Ship's Steward, who may, if he wishes it, be borne on the books of the Flag Ship, for disposal, provided he be a man of good character. Stewards and others.

11.

Continuous service men, non-continuous service men who re-enter, seamen gunners, and 1st and 2nd-class boys, are, on being paid their wages, to be furnished with passes, showing the extent of leave granted, the date at which it will expire, and the port and Ship to which they are ordered to return. Such men and boys are to be informed, before leaving the Ship, that should they fail to return within the proper time, they will incur the following penalties, namely:—continuous service men, or non-continuous service seamen gunners whose gunnery engagements may not have expired, and boys, the penalties of desertion, or straggling, as the case may be; and non-continuous service men taking fresh entries, forfeiture of time and pay from date of paying-off. *Appendix*, 119. Men and Boys before going on leave to be furnished with passes, and to be informed of the penalties they will incur by not returning at the proper time.

12.

Non-continuous service men who volunteer on paying-off, and are accepted for further service, are to be made clearly to understand that their entry on the books of the Ship to which they are to return at the expiration of their leave is a *fresh entry*, dating from the day of their names being placed on the books of such Ship; and that, consequently, they will have no claim to be discharged on the ground of having served five years from the date of their original entry. Subsequent service of Non-continuous Service Men volunteering

13.

The character of each man, and boy, as recorded on his parchment certificate, is to be made known to him on the day before being paid-off. Character to be made known.

14.

With reference to Article 11, at page 132, of these Instructions, the Captain, immediately before the clothes and effects of seamen being landed for deposit in the Dock-yard, will cause the respective Divisional Officers to examine every article intended to be so deposited. The examining Officers are especially directed to see that the things are clean and dry; and that no lucifer matches, articles impregnated with oil, or anything susceptible of spontaneous ignition, are on any account sent to the yard. Deposit of clothes in the Dock-yards.

The property is to be securely lashed up in bundles, and labelled with the owners' names, a clear list of the whole being made out in the following form:—

H. M. S. _____

Date _____?

List of effects, the property of the undermentioned Seamen and Boys belonging to this Ship, landed for deposit in the Dock-yard at _____

To be filled up on board.					To be filled up by the Storekeeper.	
Name.	Rating.	No. of Sack.	Description of Property.	Address.	No. of Rack.	Date of Admission.

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At the foot of the list a certificate is to be written, signed by the examining Officers and approved by the Captain, to the effect that the articles have been carefully inspected, and found in a fit state to be deposited.

The list is to be sent to the Storekeeper of the Dock-yard, who will return it with a corresponding number of numbered sacks and tickets, one of each of which is to be given to every depositor. Each person's property is then to be put in his sack, and the number of the sack set down against his name on the list.

The articles, with the lists so made out, are then to be sent on shore in charge of an Officer, and placed in the custody of the Storekeeper, who will mark against each man's name on the list, the number of the rack in which his goods are deposited, and the date of their admission.

Each depositor is to be required to give an address, in case of its being necessary to call upon him to remove his goods.

Notice is to be given to each depositor that this accommodation will not be afforded beyond three calendar months from the date of his being paid-off, at the expiration of which period he will be called upon to remove whatever he may have deposited; and provided that is not done within another month, the articles will be sold, and the proceeds given to the Seamen's Hospital Ship. This notice is to be printed on the tickets.

Should any man enter a Ship at another port from that in which his kit is deposited, the commanding Officer of such Ship is to demand the same, sending the depositor's name and his numbered ticket, in order that the articles may be forwarded from the yard in which they may have been placed.

15.

Reports, &c., on paying off.

Marine Defaulters' Book.

The Captain is to be careful that all the reports and returns, as specified in Article 28, at page 265, required from a Ship under orders to pay-off, or on the day of paying-off, are duly made out, and lodged in office. He is to send the Marine Defaulters' Book, under sealed cover, to the Commandant of the nearest Divisional Head Quarters.

16.

Continuous Service Men and Boys represented as ineligible persons to retain in the Service.

Whenever any of Her Majesty's Ships may be ordered to be put out of commission, a careful survey and inquiry shall be held, by two Captains and two Surgeons, as to the qualifications, character, and length of servitude, of all *Continuous Service* Men and Boys who may be represented by the Officer in command of the Ship, to be of decidedly of bad character, or weak and undersized, and unfit for Her Majesty's Service; and of all *Continuous Service* Ordinary Seamen and Boys who may be pointed out as not desirable to be retained in the service, either from mental or physical disability, or as not being likely to make good seamen.

The Men and Boys so reported are to be carefully mustered and examined by the Officers appointed to survey them, and the Captains are to be particular in inquiring into their characters and conduct, not only from the commission Officers, but also from the Warrant and Petty Officers of the Ship; and the Officer in command is to prepare a statement

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for this inspection, of the age, servitude, and character in former Ships, of such continuous Service Men and Boys, showing what Offences have been recorded against them, if any, and what punishments have been awarded.

The surveying Captains are to bear in mind that Continuous Service Men receive a higher rate of pay than other men, and that if of good character, and desirable for the service, they are not allowed to be discharged, if they wish it, except by purchase. Free discharge ought not to be obtained by bad conduct, unless it shall appear that the offender is incorrigible, when, if discharged, he is to be informed that he will not again be received into the Navy; and that, if accidentally re-entered, his former service will not be allowed to reckon as time served towards a pension.

Neither Man nor Boy should be condemned as a bad character whose offences are of that venial nature as to merit only minor punishments, and it is only to those who commit flagrant breaches of discipline, and on whom punishment makes no impression, that the disgrace of bad character should attach with consequent loss of time, if discharged.

Having obtained full information, the particulars are to be reported to the Secretary of the Admiralty, through the Commander-in-chief, in duplicate, according to the form in the Appendix.

Report. *Appendix*, 117.

17.

Care to be taken that no stores are improperly removed from the Ship.

The Captain and all other Officers are especially enjoined to take every means in their power to prevent any stores, the property of the Crown, whether on charge or not, being sent out of the Ship, except to the department to which they may appertain.

18.

Lists showing Ships Men are to join to be read on day of paying off. *Appendix*, 104.

Officers of Divisions to examine Leave Tickets.

The Captain is to cause the lists, showing the Ships the Men are to join at the expiration of their leave, to be read to them on the day of paying off; and he is to be careful that the Officers of Divisions see that the Leave Tickets of the Men correspond in every particular with those lists, especially as regards the Ship and Port to which the Men are to return.

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Chapter XL.

INSTRUCTIONS FOR OFFICERS IN GENERAL.

1.

Officers to make themselves acquainted with "The Naval Discipline Act, 1861" &c.

Every Officer shall make himself acquainted with, and shall duly observe and obey, and, so far as in him lies, enforce the due execution of "The Naval Discipline Act, 1861," the Queen's Regulations and the Admiralty Instructions for the Government of Her Majesty's Naval Service, together with all other Regulations, Instructions, and Orders, which may from time to time be given or issued by the Admiralty, or by any superior Officer; and shall, in all respects, conform his conduct to the customs and usages of Her Majesty's Service at Sea.

2.

Officers to be in constant attendance on board.

Every Officer, from the time of his joining the Ship to which he shall be appointed, to that of his being discharged from her, shall be constant in his attendance on board; and no Officer shall go out of the Ship (except by reason of some pressing necessity, on the public service) without the permission of the commanding Officer on board.

3.

A senior Officer meeting a senior Officer.

Injunctions to senior Officer.

If an Officer commanding one or more of Her Majesty's Ships shall meet with a senior Officer, he is to wait on him, if the state of the weather will admit of it, and to show him the orders under which he is acting, except such as he is directed to keep secret, and to report the state and condition of the Ship or Ships under his command: such senior Officer however is not, without the most urgent reasons, to require him to show any secret orders, nor to divert him from the service on which he is employed, nor to take him under his command, nor to interfere in any way with the orders he has received; but if, in consequence of any pressing exigency of the public service, he should find it necessary to interfere, he is, as soon as possible, to allow such junior Officer to proceed in execution of the orders under which he was acting when they met, if it shall still appear proper that such orders should be carried into effect.

4.

A Ship or Squadron being diverted from any particular service.

When it shall be found absolutely necessary to divert a Ship or Squadron from the service on which it is ordered, the Officer causing such diversion is to use the best means in his power to prevent any inconvenience resulting from the delay of the service on which such Ship or Squadron was employed; and he is to take the earliest opportunity to inform the Secretary of the Admiralty of what he shall have done, with his reasons for the same: and if the Ship or Squadron so diverted belong to another Officer's command, he is to make the necessary communication also to that Officer without delay.

5.

When Foreign Ships of War come into

If Foreign Ships of War belonging to a nation in amity with Her Majesty shall come into any port in Her Majesty's Dominions, at home

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or abroad, the senior Officer present is either to go himself, or to send an Officer, to the Officer commanding them, to offer him any assistance he may stand in need of; and such senior Officer and all other Officers are to show to the Officers of the Foreign Ships, during their stay in port, such attention and respect as their rank and situation may entitle them to; and are to afford such assistance to the Ships as they may require, and as circumstances will admit, and as a Power in amity with Her Majesty may reasonably expect.

any of Her Majesty's Ports at home or abroad.

6.

When a Captain of one of Her Majesty's Ships (not being a Captain in charge of a Division of a Station or Squadron, or in command of more than one Rated Ship) shall signify, in writing, to a British Consul, his arrival at a port at which a Consul resides, the Consul (or Vice Consul in a port where there is a Consul-General) shall take the earliest opportunity of waiting, in person, on such Captain, and affording him any assistance he may require.

Ceremonies in regard to Consuls.

Captains, not in charge of a Division of a Station or Squadron, or in command of more than one Rated Ship, are, on their arrival at a port where an Agent and Consul-General, or a Consul-General, resides, to wait upon such Agent and Consul-General, or such Consul-General; and Commanders are to wait upon Her Majesty's Consuls; but Captains, Commanders, Lieutenants or Masters commanding Her Majesty's Ships are to be waited upon by Vice Consuls and Consular Agents, according to the foregoing regulations.

It is understood, of course, that Agents and Consuls-General, Consuls-General, and Consuls, &c., shall, in all cases, wait upon Flag Officers, and Commodores wearing Broad Pendants; and Consuls-Generals (not being Agents and Consuls General) and Consuls, &c., on all Captains in charge of a Division, or Station, or Squadron, or in command of more than one Rated Ship, on their arrival at the port of their residence, without waiting for any previous communication; and that such Flag Officers, Commodores, Captains, Commanders and Lieutenants, or Masters Commanding, shall furnish a boat to convey the Agents and Consuls-General, Consuls-General, Consuls, Vice Consuls, or Consular Agents, as the case may be, on board, and reland them, on the said Officers notifying their wish to have a boat so sent for them.

7.

Every Officer serving in Her Majesty's Fleet, is hereby ordered neither to send nor accept a challenge to fight a Duel with any other person of the Fleet.

Officers neither to send nor accept a challenge to fight a Duel with any other person in the Fleet.

Every Officer of the Fleet, on becoming privy to any intention of other Officers to fight a Duel, or having reason to believe that such is likely to occur, owing to circumstances that have come under his observation or knowledge, is hereby ordered to take every measure within his power to prevent such Duel, having recourse, if necessary, to the Captain or commanding Officer.

Every Officer of the Fleet is hereby ordered, in no manner or degree, to evince dissatisfaction with, or to upbraid another Officer for refusing or not sending a challenge; and all Officers are enjoined neither to reject, nor advise the rejection of, a reasonable proposition for the honourable adjustment of differences that may have occurred.

Any Officer of the Fleet who may be called on to act as Second or

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Friend to an Officer intending to fight a Duel, is to consider it to be his imperative duty, and he is hereby ordered, strenuously to exert himself to effect an adjustment between the adverse parties on terms consistent with the honour of each, and should he fail, owing to the determination of the offended parties not to accept honourable terms of accommodation, he must be guided by the second paragraph of this order.

As obedience to orders is the essential and governing principle of the Naval Service, those Officers may rest assured of the support and approbation of the Admiralty, who, having had the misfortune of giving offence to, or having injured or insulted others, shall frankly explain, apologise, or offer redress for the same; or who, having received offence, injury, or insult from another, shall cordially accept frank explanation, apology, or redress for the same; or who, if such explanation, apology, or redress are refused to be made or accepted, shall submit the matter to be dealt with by the Captain or commanding Officer of the Ship or Fleet; and every Officer who shall act as hereinbefore directed, and consequently refuse to accept a challenge, will be deemed to have acted honourably, and to have evinced a requisite obedience, not only to this order, but also to the pleasure of the Queen.

8.

Removal of Officers in command.

A Captain, Commander, Lieutenant, or other Officer commanding, is not to be removed, without his consent, by any superior Officer, from the command of the Ship or Vessel to which he has been properly appointed, nor to be obliged by such Officer to change with the Captain, Commander, Lieutenant, or other Officer, of any other Ship or Vessel, except under circumstances when the removal of such Officer may be essentially necessary for the public service, which is to be reported to the Admiralty with as little delay as possible: but the Captain of a Ship bearing the Flag of a Flag Officer, or the Broad Pendant of a Commodore of the First Class, may be removed to another Ship, and the Commander-in-chief may appoint, if he think fit, such other Captain as the Flag Officer or the Commodore shall desire to succeed him; and one of the senior Captains, commanding a Frigate or smaller Ship, may be removed to the command of any Ship of the Line becoming vacant, if a Commander-in-chief shall deem it expedient.

9.

Surveying Ships not to be interrupted.

Although a surveying Ship abroad may be under the orders of the Commander-in-chief on the station, she is not to be interrupted by him, or by any other senior Officer in the execution of the important work assigned to her, nor is her establishment to be interfered with; but should pressing circumstances render it indispensably necessary to divert her from the special service on which she may be employed, or to make any change in her establishment, each case is to be reported to the Secretary of the Admiralty, with the least possible delay, by the Commander-in-chief or senior Officer.

If diverted from special service, or establishment changed.

10.

Date of joining Ship to be reported.

All Officers appointed to Ships at home or abroad are to report direct to the Secretary of the Admiralty, the day on which they may

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have joined; and if appointed at home to Ships abroad, they are to report also the date of their embarkation for passage to join.

11.

Every Officer on coming upon half-pay is to report himself by letter to the Secretary of the Admiralty, within fourteen days thereof, if at home, and within the same period of arriving in England from abroad; stating the cause thereof, and the period from which his Half-pay should commence; and any Officer failing to comply herewith will be liable to forfeit his Half-pay for the time he may neglect to claim it.

Officers coming on Half-pay.

12.

Any Officer appointed to a Ship from Half-pay, may, after joining, apply to the Accountant-General of the Navy, for an order to receive by himself or by his Agent, the arrears of Half-pay due to him up to the date of his commencing Full-pay, which date must be in conformity with the Regulations in force on that head, and certified by the commanding Officer of the Ship; and provided no imprest or other objection appears against him, authority will be given for the payment of the same, upon the production of the usual Half-pay declaration.

Arrears of Half-pay on Appointment.

13.

The established number of Officers or Men in any Ship is not to be altered without express authority from the Admiralty.

Complement of Officers or Men not to be altered. *Appendix*, 6.

14.

Officers who may have occasion to summon, or who may be serving on, a Naval Court for investigating complaints made by the Master, a Mate, or by one or more of the Seamen of any British Merchant Ship on a Foreign Station,—or for investigating matters relating to the wreck, abandonment, or loss of any British Merchant Ship on the high seas or abroad,—or for inquiring into any matter affecting the interest of the Owner of any British Merchant Ship abroad, or of the cargo of any such Ship,—are to be governed in every respect by the provisions of the Act 17 and 18 Victoria, chapter 104, commonly cited as "The Merchant Shipping Act, 1854."

Complaints from Merchant Ships on a Foreign Station.

Naval Courts.

15.

The Admiralty having caused a small and cheap edition of these Regulations and Instructions to be printed for the use of the Fleet, every Commission Officer is directed to provide himself with a copy of the same.

All Commissioned Officers to be provided with a copy of these Regulations.

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Chapter XLI.

INSTRUCTIONS FOR COMMANDERS-IN-CHIEF.

I. *General Service.*
II. *Civil Establishments.*
III. *Command at Home Ports.*

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§ 1.—Relative to General Service.

1.

The state of efficiency of the Squadron,

Skill of the Captains.

Equipment and order of Fleet.

An Officer, when appointed to command a Fleet or Squadron, is to obtain, as soon as possible, the most correct information of the state of the Ships under his orders, the number and qualities of their crews, and the discipline observed in them, the quantity of stores and provisions on board, and, in general, the fitness of the Ships for the service for which they may be intended. He is to acquaint himself also with the skill, capacity, and information of their Captains, that he may be able to select, for particular services, those best qualified, by their respective abilities or local knowledge, to perform them. He is to use every exertion to complete, expeditiously, the equipment of the Fleet or Squadron, and is to keep it in the most perfect condition for service that circumstances will admit; and if he discover any deficiencies in the supplies, or any defects in the Ships, that may render them unfit for the service for which they are destined, he is to represent the same to the proper department, or, if necessary, to the Admiralty.

2.

Communication with the Governors, &c., of Her Majesty's Settlements or Fortresses.

On arriving within the limits of his command, he is to lose no time in placing himself in communication with the Governors or commanding Officers of Her Majesty's Settlements or Fortresses within the extent of his Station, as also with Her Majesty's Ministers or Consuls residing at places within or bordering on the same,—understanding that he is generally to afford to them, or any of them, such ready aid and co-operation in all matters for the benefit of the Queen's Service, as they may from time to time require from him, or circumstances may call for, and which may be in his power consistently to afford to them.

3.

Copy of printed standing orders to be sent to the Admiralty on assuming the Command.

On assuming the command of a Station or Squadron, he is to forward to the Admiralty a copy of the printed standing orders which he may issue for the guidance of the Officers serving under him; and a copy of each fresh edition of such orders is also to be transmitted; but Commanders-in chief who adopt the printed standing orders of their predecessors, are to acquaint the Secretary of the Admiralty of their having done so, and they need not in that case furnish copies of the same on assuming the command, because it may be presumed that they are already in office.

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4.

He is to take every convenient opportunity of exercising the Ships under his command in the general evolutions of a Fleet, as well as in gunnery practice. Exercise.

A scrupulous adherence to the instructions in the Signal Books relative to Fleet sailing being indispensable, in order that Ships may act in concert, and avoid delays, accidents, and dispersion,—he is, when at sea, and in company with other Ships, to insist that the order in which it may be deemed proper to place the Ships shall be maintained, without relaxation, by day and by night. Sailing in company with other Ships.

The amount of general exercise necessary for the perfect efficiency of the Squadron must rest on his judgment, and will, of course, depend upon the state of the Ships. He will be careful to impress on all Officers in command under him, that divisional exercises, patient instruction, and stationing, are the foundations of a silent and seamanlike performance of every evolution; and, moreover, that the general drill of those men who are already perfect in the various duties required of them, should, as a rule, be confined to such times and occasions as may be requisite to keep up their knowledge and activity. Amount of general exercise. Men perfect in their duties.

5.

He is not, without authority from the Admiralty, nor without some exigency of the public service, to send beyond the limits of his station, any Ship under his orders; nor to send to England, nor to any place beyond the limits of his station, any Flag Officer under his command, unless it be necessary to detach a Squadron on some particular service, or unless some very urgent necessity require that such Flag Officer should be so removed from the Station; the cause of which he is, by the first opportunity, to report in detail to the Secretary of the Admiralty. Ships not to be sent beyond limits of Station. Removal of a Flag Officer in cases of urgent necessity.

6.

On a Ship being placed under his orders, he is to take the earliest convenient opportunity of inspecting her, and at the end of every twelve months afterwards, and immediately before her departure from the station, he is, if the service on which he is employed will admit of it, to inspect her again, reporting the result of such inspections to the Admiralty, in the form given in the Appendix. He is to direct the Commanders of Squadrons or Divisions to perform the above duty in his absence, or one of the senior Officers present when the service will not admit of his doing it himself, requiring them to forward their reports of the same, through him, for transmission to the Admiralty. Inspections of Ships. *Appendix*, 12.

In addition to these periodical inspections, which are chiefly for the information of the Admiralty, the Commander-in-chief will, as often as he may deem requisite, either go himself or send a senior Officer to the ships of his Squadron, to inspect them. The reports of these intermediate inspections need not be forwarded to the Admiralty, unless, from circumstances, the Commander-in-chief should deem it expedient to transmit them. Intermediate Inspections. *Appendix*, 12.

Officers on detached service, will inspect the Ships under their orders, occasionally, and report the result to their Commanders-in-chief. Detached Ships. *Appendix*, 12.

7

The Commander-in-chief, at least once in six months, is to go himself, or to send a Commander of a Squadron or Division, or a senior Crews to be mustered.

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Captain, who is to take with him a Paymaster, or an experienced Assistant Paymaster, on board the Ships in Port, to muster their Crews, to see that all entries, discharges, and notations of absence are correctly inserted in the books, that the Men and Boys are properly rated according to their qualifications, and to the stations in which they are respectively employed, and that the books and accounts in each department are regularly kept, and have been duly rendered, as prescribed by the instructions appertaining to them.

Return of Musters to be transmitted.

A statement of the muster is to be entered in the Ship's Muster Table for insertion in the Quarterly Victualling List, a copy of such statement being forwarded for the information of the Commander-in-chief, when the duty of mustering shall have been performed by a senior Officer; and any irregularity in the books and accounts, or delay in rendering them, and all instances of Men or Boys being improperly rated, are to be specially reported to the Commander-in-chief,—if necessary, for the information of the Admiralty.

Appendix, 17.

Musters to be made on detached service.

Officers employed on detached service are to muster the Crews of the Ships under their orders in the manner before prescribed, and to forward statements thereof to their Commanders-in-chief by every available opportunity.

Appendix, 17.

8.

Objectionable men may be discharged.

When any Men or Boys are represented, in writing, to a Commander-in-chief, to be objectionable persons to retain, that is to say, altogether incapable of learning their duties, or of becoming useful to the service, he may, after due inquiry, and satisfying himself that such representations are well founded, order the discharge of such Men or Boys from Her Majesty's Service, provided they be not in debt to the Crown, reporting the circumstances to the Admiralty.

9.

When Petty Officers and Seamen are entitled to their discharge.

When any of the Petty Officers and Seamen of the Ships under his command are entitled to their discharge, under the conditions of the Acts 5th and 6th William IV, chapter 24, and 16th and 17th Victoria, chapter 69 (such Petty Officers or Seamen having signified their wish no longer to continue in the service), he is to grant the necessary authority for their discharge, provided the emergencies of the public service do not require their detention.

10.

Discharging Officers, Petty Officers, &c.

When it shall be found necessary to remove or discharge Officers, Petty Officers, Seamen, Marines, or Boys, from one Ship to another, or to the shore, he is to direct the Captain to whom he gives an order for that purpose to comply with the Acts of Parliament, the Queen's Regulations and the Admiralty Instructions respecting such removal or discharge.

11.

Correspondence with Admiralty and War Office.

He is to correspond, regularly, with the Admiralty,—and with the War Office, on matters relating to the duties of Military Storekeepers,—informing the Secretaries of all the orders he may give with respect to their several departments, except such as have reference only to the ordinary supplies of Stores and Provisions. He is also to inform them of any neglect he may observe in the Officers employed; and to point out to them any improvements which his observations may enable him to suggest.

Neglect to be reported.

12.

He is to transmit, by every convenient opportunity, an account of the proceedings of the Fleet or Squadron under his command, in the form of a general letter to the Secretary of the Admiralty; but this, his general report, is not to supersede the necessity of his writing separate letters on separate subjects. Proceedings of the Fleet or Squadron.

13.

He is to transmit the following reports and returns to the Secretary of the Admiralty, as opportunities offer: Reports and returns to be made.

I. A general return of the Treasure received on Freight on board the Ships under his orders	To 30th June and 31st December, of each year.	*Appendix*, 18.
II. Copy of the Journal of the proceedings of the Fleet or Squadron under his command	To the last day of each Quarter.	*Appendix*, 18.
III. Duplicate reports of Survey on Stores or Provisions,—Vouchers for purchases, &c.,—for the departments of the Admiralty and the War Department (except such as he may deem it necessary to forward at once)	To the last day of each Quarter.	
IV. A return of the number of Petty Officers, Seamen, and Marines in each Ship whose period of service has expired, but who are detained in consequence of special emergencies of the public service* .... NOTE. Separate returns are required for Marines.	To the last day of each Month.	*Appendix*, 18.
V. An abstract of the reports of the state and condition of the Ships under his command....	On the 1st day of each month.	*Appendix*, 19.
VI. A return of the number of Men and Boys required to complete the complements of the Ships of the Squadron	Ditto	*Appendix*, 22.
VII. A report of the number and disposition of the Ships under his command	On the 1st day of each month.	*Appendix*, 23.
VIII. A return of all the Officers promoted, appointed, or removed by him in the Ships under his orders, or in any other Ships	By every proper opportunity.	*Appendix*, 24.
IX. A report of the number, description, and distribution of all Foreign Vessels of War which may come to his knowledge; and more particularly of all intelligence he may obtain of the movements or intentions of an enemy; and of all other circumstances worthy of notice	Ditto	

* This return is not required where there are no men so circumstanced.

Appendix, 25. X. Acknowledgment of all orders and letters received by him from the Admiralty; and of all telegraphic messages received, with the replies thereto. (The time of receiving such messages and of sending the replies is to be noted) .... — By every proper opportunity.

Appendix, 12. XI. Reports of the inspection and of the preparation for battle of the Ships under his command — Ditto.

XII. The particulars of all additions or changes which may occur in the Tenders under his orders, and the names of the Ships to which they are attached .... — From time to time; for the Accountant-General.

Contingent account.

The account of the Commander-in-chief's postage and other contingent expenses is to be made up to the last day of each Quarter,—and for the broken period to the date of the Commander-in-chief striking his Flag,—and the amount thereof will be repaid to the Commander-in-chief, under his own order, by the Paymaster of the Flag Ship. The *Appendix*, 24. account itself is to be delivered to the Paymaster, and by him transmitted as a voucher to his cash account.

14.

Intended movements.

He is as far as circumstances will admit, to keep the Admiralty acquainted with his intended movements, specifying from time to time to what parts of the station he wishes his despatches to be forwarded,—and by what conveyance, where there is more than one route or means of communication.

15.

Bonds for Assistant-Paymasters appointed in charge of Paymaster's Stores.

In every case of an Assistant Paymaster being appointed to the charge of Paymaster's stores abroad, the Commander-in-chief is, before actually conferring the appointment, to require and receive from him a letter containing his personal Bond and proposing Sureties, and to forward the same, together with a notification of the appointment, by the earliest conveyance, to the Admiralty. In the event of the Officer so appointed not being on the spot, the Captain of the Ship to which he belongs is to receive from him the above-mentioned letter and bond before delivering such appointment, and the said Captain is to forward the same, by the first opportunity, to the Commander-in-chief.

16.

Care of Stores and Provisions enjoined.

As considerable expense must at all times be incurred in sending Stores and Provisions to Foreign Stations, and as many difficulties may arise during war to retard or prevent their arriving, the Commander-in-chief is to enjoin all the Captains under his command to take the greatest care of the Provisions, to use the utmost frugality in the expenditure of the Stores, and not to forward applications for surveys on them until they are really worn out or unfit for service. When condemned for the purposes for which they were originally supplied, they are to be converted to any use for which they may still be fit.

In addition to the instructions which are issued for the guidance of the Captains and several Officers in charge on this head, he is to adopt such further measures as he may deem necessary to insure the careful

husbanding of the Stores and Provisions, in order that all unnecessary and wasteful expenditure may be avoided, and that his Fleet or Squadron may be kept in condition for active service, although prevented by untoward circumstances from receiving the usual supplies.

17.

When he sends any of the Ships of his Fleet or Squadron to England, he is to direct their Commanders to return into store, or to transfer to such Ships of the Squadron as he may think fit, all the Stores and Provisions on board, exceeding the quantity necessary for their voyage, unless he may see reason for acting otherwise, observing that the powder and shot are not to be reduced in any Ship below 30 rounds for each broadside gun, and 150 rounds for each revolving gun, even in time of peace; and he is also to cause the remains of public money in the hands of the Paymaster to be returned to a resident Naval Accountant, if there be one at the place, or transferred to the Paymaster of some Ship remaining on the station. And he is to send home in such Ships the invalids and others of the Squadron entitled to passage, all unserviceable stores, and whatever else, by being so carried, might prevent the expense of Transports, or of freight in Merchant Ships.

Ships returning to England to leave Stores, &c.

Powder and Shot.

Transfer of Public Money.

To bring home Invalids and unserviceable Stores.

18.

When any Ship or Vessel, prize to any part of the Squadron, is to be purchased, particular care is to be taken that, as far as may be practicable, no person interested in the capture be employed in the survey or appraisement of her; and the Commander-in-chief, when he orders a prize ship to be purchased (which he is never to do unless the pressing exigency of the service requires it), is to direct that only three-fourths of the appraised value be paid to the Agents of the captors: the remaining fourth part is to be reserved until the Admiralty shall have either approved of the appraised value, or made such deductions from it as they shall think necessary.

Purchase of Prize Vessel.

19.

In Ports where Hospitals or Sick Quarters are established (except those Hospitals to which Captains are appointed Superintendents), he is frequently to cause the Captains under his command to visit them; to satisfy themselves as to the attention and general conduct of the Medical Attendants, and to inspect the state of the men, their lodging, clothes, bedding, food, &c., and to report to him the result of their inquiries and inspections; stating particularly whether the persons of the sick, their apartments, clothes and bedding, be clean, their food good, and their nurses attentive. They are to be instructed, also, to attend to the complaints of the Patients, if they have any to make, and, if they observe any neglect or mismanagement, to represent the same to him; and, when his other duties will admit of it, he is himself occasionally to visit the Hospitals and Sick Quarters within his Station.

Hospitals and Sick Quarters to be visited.

20.

If the unloading of Store Ships, or if any works in a Foreign Yard, shall require more men than are usually employed there, the Commander-in-chief, whenever the duties of the Fleet or squadron will admit of it,

Unloading Store Ships, &c.

is, upon the requisition of the Superintendent, to order as many men as may be required to be sent from the Ships to be employed on those services.

21.

Hire of Boats and Vessels forbidden, unless absolutely necessary.

He is not to authorize any Boats or Vessels being hired for the use of the Fleet, or Squadron, either at sea, or in Port, unless it be absolutely necessary; but he is to see that on all occasions the supplies of Stores and Provisions be carried on board, and all other services performed, by the boats of the Fleet or Squadron, or by those of the Dockyard. But if there be at any time an absolute necessity for hiring Boats or Vessels, he is to mention, in the order he gives for that purpose, the service they are required to perform, and the reasons for hiring them in addition to, or instead of, employing the boats of the Squadron.

22.

Not to purchase or Hire vessels to be fitted as Men of War, unless absolutely necessary.

He is not to purchase nor hire any Ship or Vessel to be armed and fitted as a Ship of War, or as a Tender to the Feet, unless there be an absolute necessity for his doing so, to replace a Ship or Vessel that may have been lost, and there be not time for him to represent such necessity to the Admiralty and to receive their directions, which must always be done when circumstances will admit of it. But if he shall be ordered to purchase, or if the service shall absolutely require that he should purchase, any Ship or Vessel, to be fitted as a Ship or Vessel of War, he is to inform the Superintendent (if there be one at the Port) of the service for which such Vessel is intended, and is to request him, when a Vessel apparently fit for that service is found, to order the proper Officers to survey and value her; and he is to send two of the most intelligent and best qualified Carpenters, and any other Artificers he may think proper to select, to assist at the survey and valuation of the Vessel, her Masts, Yards, Iron Work, &c., and two of the best qualified Masters, two Boatswains, and two Sailmakers, to assist in surveying and valuing her rigging and sails. If the Vessel be found to be in good condition, and fit for the service on which she is intended to be employed, and can be purchased at a fair and equitable price, he is to draw bills upon the Accountant-General of the Navy for the amount of the valuation, transmitting to him, at the same time, the survey and appraisement, in which he is to see that the rate per ton for the Vessel, and the number, weight, quality, rate, and value of each article be inserted. Where there is no Superintendent, he is to direct the proper Officers of the Yard, with those above mentioned, to survey and value her; but he alone is to be accountable for justifying the necessity of the purchase, and the propriety of the terms, and the bills shall be drawn in his own name,—the Storekeeper being directed not to draw

When Vessels are purchased.

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be no such Naval Establishment at the Port, he is himself to take every precaution to ensure that such articles as may be indispensably necessary for the supply of Her Majesty's Ships under his command be obtained good in quality, and at the lowest prices. He is, as from circumstances he shall find most advantageous to Her Majesty's Service, either to make a contract for the supply of the whole quantity required, or to appoint an Agent to purchase them; and he is, in either case, to inform the Secretary of the Admiralty of the orders which he shall have given on the subject.

The bills which may be drawn in payment of such Stores or Provisions will be charged as an imprest conjointly against the Commander-in-chief, and the Officer by whom they are drawn, until regular and satisfactory accounts and vouchers shall be received for the same. **Bills drawn in payment.**

24.

Whenever a Commander-in-chief, or senior Officer, orders a Steam Ship on any service, he is to call the attention of the Officer in command to the instructions enjoining the use of sails, as much as practicable, according to the nature of the service on which the Ship may be employed. The Commander-in-chief is to inspect the log books and track charts, and returns of the expenditure of fuel, in each of the Steam Ships under his orders, and if he shall discover that Steam has been improperly or unnecessarily used in any case, he is to report the same forthwith to the Secretary of the Admiralty. **Use of Sails to be enjoined in Steam Ships.** **Returns to be examined relative to use of fuel.**

25.

He is to keep a Journal of the proceedings of the Fleet or Squadron under his command, in which he is to note the heads of all orders and letters received or written by him,—all Detachments made, and the service in which the Ships are sent; and, in general, all such information as may enable the Admiralty to judge of the manner in which the Fleet or Squadron has been employed. **Journal of Proceedings.** *Appendix*, 18.

26.

In the absence of the Commander-in-chief of a Fleet or Squadron, the senior Officer present is to superintend and conduct the Port duties, or the duties of refitting and replenishing the Ships, and other duties of the naval department. **Senior Officer present to conduct Port duties during absence of Commander-in-chief.**

27.

When he is directed to strike his Flag, or if he obtain permission to go to London, he is to attend the Lords Commissioners of the Admiralty, to give such information relating to his command as he may think likely to prove beneficial to the public service. **On striking Flag to attend at the Admiralty.**

28.

When a Commander-in-chief, or the Commander of any Squadron, shall resign his command, he is to deliver to the Officer who succeeds him the originals, or authenticated copies, of all unexecuted orders, of all general regulations, of all papers he may have received from the several boards for his information and guidance, and of all intelligence he may have obtained of the operations or intentions of an enemy, or **A Commander-in-chief being appointed to supersede another.**

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of any Foreign Power, except such as the Officer who succeeds him shall be already possessed of, and such as are either directed not to be, or from the nature of them necessarily ought not to be, so communicated; but of all other secret orders, instructions, or signals, he is to deliver the originals to his successor, without allowing copies to be taken of any of them, except of those which may be necessary for his own use, after he shall have quitted the station.

29.

Disposal of Retinue.

The Retinue of a Commander-in-chief who may die abroad, or give up his command before he is relieved, shall be disposed of in the following manner:—

The Flag-Lieutenant, the Secretary and his Clerks, and the Coxswain, shall continue their services to the successor to the command, until they shall be regularly relieved; but if such successor be a Flag Officer, they shall be sent to England by the first opportunity, if not disposed of in vacancies. The Domestics shall be sent to England by the first opportunity; but if any of them be fit for the service, and shall choose to enter, they may be placed in any vacancies for which they may be qualified. In the event, also, of a Commander in chief dying at home, the Flag-Lieutenant, the Secretary and his Clerks, and the Coxswain, shall continue their services until the arrival of a successor, or until orders be given by the Admiralty respecting them.

§ II.—Relative to Civil Establishments.

1.

Has authority over the Superintendents of Naval Civil Establishments, but is not to interfere in their management.

He is, in the general transactions of the service, to have authority and control over the Superintendents of the Dock-yards, Victualling-yards, Naval Hospitals, or other Naval Civil Establishments; but he is not to interfere with the management of those Establishments where there are Superintendents, unless any particular and sufficient cause should in his opinion render it necessary; and in such case he is to report to the Admiralty the nature of the order given by him, and his reasons for interfering; but should a Superintendent receiving such order consider any public inconvenience likely to arise from his compliance with it, he is to represent it to the Officer, stating his objections; after which, if the order be still persisted in, it is always to be obeyed without further delay or discussion, the Commander-in-chief, or senior Officer, so persisting in the order becoming wholly responsible to the Admiralty for the necessity of the measure; and the Superintendent may, if he deem proper, send to the Admiralty any observations on

3.

He is as far as may be in his power, to see that every Officer punctually obeys the orders and instructions he shall have received from the Admiralty; and that he makes regularly, at the appointed periods, and in the prescribed forms, returns of the receipt, expenditure, and remains of the money and stores placed under his charge; and he is himself to acquaint the Secretary of the Admiralty whenever there is a probability that stores or provisions will be wanted for the use of the Squadron.

He is to see instructions obeyed, and to report when Stores, &c., will be wanted.

4.

In all orders which he shall give to the Officers of the several departments, he is, as far as circumstances will admit, to conform to the established rules and general practice of the Navy, and the particular regulations of the department to which his order shall be addressed and he is not to give any directions which may counteract, or interfere with, those which the Officers may have received, except in cases of urgent necessity, when he is to state the same, and the reason for so doing, to the Secretary of the Admiralty.

He is to conform to established rules.

5.

He is to direct that all stores and provisions be received, from, and all repairs of Ships performed by, the persons appointed for those purposes; and he is not to allow supplies to be purchased, nor repairs to be executed, by any other person, without the most absolute necessity for doing so.

Supplies to be received from, and repairs to be performed by, proper persons.

6.

When stores or provisions are required to be provided for the supply of any of Her Majesty's Ships under his command, he is to direct the proper Officer, where there is one, or, if there be none, such other person as he shall think fit, to cause notice of the quantities and quality of the stores, &c., which may be required to be contracted for, to be advertised in the most public manner in order that tenders may be received from all who may be disposed to offer them, and that the contracts may be made with the persons who shall offer the lowest terms, provided they be sufficiently responsible, and give security for the due execution of the same. The time for which any such contract shall be made is to be as short as possible, in order that the Board of Admiralty, should they disapprove of it, may cause it to be the sooner put an end to. The Commander-in-chief is to send to the Secretary of the Admiralty, by the first opportunity, a copy of any such contract, accompanied by a statement of his reasons for having authorized its being entered into. And he is to observe the same directions with respect to any contracts which he may order to be made for the supply of stores or provisions for the replenishment of the store at any Naval Civil Establishment within his command, or for the purpose of any public works at any such establishment.

In all cases of contracts, how to act.

7.

He is to be very particular in ascertaining the quantity and quality of all stores and provisions which shall have been supplied by contract, as well as the manner in which works performed by contract shall have been executed; he is to direct such Officers as shall be best qualified

Terms of contracts to be strictly complied with.

Works to be examined.

for such service, frequently to examine the works while in progress; and he is himself to inspect the same as often as circumstances will admit; or otherwise to adopt effectual means for ensuring that the contractors do most strictly comply with the terms of their contract.

8.

Stores on their receipt to be surveyed.

When any stores shall be sent from England for Ships employed on any Foreign Station, where there may not be a Naval Civil Establishment, they shall not be permitted to pass into the charge of the Officers who will have ultimately to account for the same, until they shall have been surveyed by a sufficient number of competent Officers to be appointed by the Commander-in-chief, and reported by them to be in every respect good and fit for Her Majesty's Service. If any such stores should prove on such survey to be unfit for Her Majesty's Service, the Commander-in-chief, on being satisfied thereof, is to cause the same to be disposed of, according to his discretion, for the best interests of the public service, reporting immediately to the Secretary of the Admiralty all the circumstances of the case, in order that, if such unfitness or defect shall have existed in the stores when shipped from England, or shall have occurred through default of the person into whose charge they shall have been put for conveyance, the Board of Admiralty may take such measures on the occasion as may be deemed requisite.

If found unfit.

9.

New works and alterations forbidden.

He is not, without express directions from the Admiralty, to order any new works to be undertaken in any Dock-yard, Victualling-yard, Hospital, or other place on shore; nor any alterations to be made in Docks or Buildings; nor any repairs in them, except such as shall be absolutely necessary for their preservation: but he is to submit to the Admiralty any alterations or improvements that may be considered to be advantageous, with an estimate for the same; and he is to direct the proper Officers to make a report to the Secretary of the Admiralty of such repairs as may be necessary, with a correct estimate of the expense, and is to certify on the report that it is made with his approbation.

Repairs. Estimate.

10.

He may appoint proper persons to act in vacancies.

If an Officer in any Civil department shall die, or shall be under the necessity of quitting his station for the recovery of his health, the Commander-in-chief is to appoint a proper person to act in his stead, until the pleasure of the Admiralty shall be known; but he is never to permit a Civil Officer to quit his station until he shall be satisfied that the state of his health does absolutely require it, which is to be certified in writing by the Inspector-General of Hospitals and Fleets, the Deputy Inspector-General of Hospitals and Fleets, and the Surgeon of one of the Ships of the Squadron; or, if there be no Inspector or Deputy Inspector-General, by three Surgeons of the Squadron; nor is he ever to allow such Officer to return to England on leave of absence, without permission from the Admiralty.

Exception.

If a Superintendent at a Foreign Yard shall die, or shall be obliged to quit his station on account of his health, the Commander-in-chief shall not appoint any person to act as Superintendent in his stead;

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but the duties of the Civil Establishments that were under his control shall be carried on by the other Officers according to their respective instructions.

11.

He may suspend from his employment any Officer in any department of the Naval Civil service, whose misconduct shall make it necessary for him to do so, and he may appoint another to act in his stead till the pleasure of the Admiralty shall be known; but he is to send to the Secretary of the Admiralty, by the first opportunity, a detailed statement of his reasons for suspending such Officer; and if he be an Officer having the charge of money or stores, he is to order a survey on such money or stores to be held forthwith, and he is to transfer them to the charge of the Officer whom he appoints to act in his stead; instructing him to open a new account, immediately, of the receipts, returns, conversions, and issues of all money or stores, in order to ensure the means of investigating correctly the accounts of the Officer suspended.

He may suspend any Officer.

Survey to be held.

12.

He is not, without express directions from the Admiralty, to appoint any person to any new place or office, nor to make any alterations in the arrangements or emoluments of those persons whom he shall find established. He is not to alter the pay or allowances of Artificers or others employed in any department; nor to order any additional number to be employed, except when the urgency of some particular service shall require it, of which he shall inform the Secretary of the Admiralty.

He is not to appoint to any new place or office.

13.

If he finds it indispensably necessary to appoint an acting Storekeeper to any Foreign Yard which may be captured from the enemy, he is to furnish him with a copy of the General Instructions for his government: such appointment will not, however, be confirmed by the Admiralty but upon the most satisfactory proof of its necessity; and the bills drawn by the Storekeeper so appointed are to be charged as an imprest against the Commander-in-chief, for the time being, until the Storekeeper's appointment shall be confirmed, or his accounts shall be passed.

Appointment of a Storekeeper in a Yard captured from the enemy.

14.

At all Foreign Stations where there is an establishment of the Commissariat, the money that may be required for the Naval Service will be supplied by the Commissariat Officer upon proper requisitions to be made by the Naval Accountant Officer requiring the money. These requisitions are to be presented to the Commander-in-Chief (where there is no Superintendent), together with a statement of the balance in the Officer's hands, and of the service for which the money is required, when, if the Commander-in-chief is satisfied of the necessity for procuring it, he is to approve the requisition accordingly; but as it is presumed that money can be procured from the Commissariat chest, as often as it may be required, the Commander-in-chief is not to authorize the drawing of large sums for contingent or general purposes, the amount for which should never exceed the probable expenditure for one month, unless under any particular circumstances to be explained in a letter.

Money to be procured from the Commissariat;

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Or by Bills.

Where there is not a Commissariat Officer, the money required for Naval purposes is to be procured by bills to be drawn on the Accountant-General of the Navy, under the authority of the Commander-in-chief, or Superintendent, if there be one, who is in like manner to satisfy himself of the necessity for drawing before he appsoves the bills, causing public advertisement to be made for the sum required, and taking care that the most favourable terms for the public be secured.

Letter of advice.

A letter of advice, containing full particulars of the amount of the balance in hand, of the sum taken up from the Commissary or drawn by bill, the service for which the money was required, and the terms on which bills were negotiated, must be sent by the first proper opportunity, by the Accountant Officer, through the Commander-in-chief, to the Secretary of the Admiralty, for the Accountant-General of the Navy, upon every occasion of the approval of bills or requisitions for money.

15.

Cash account to be inspected monthly, in places where there is not a Superintendent.

At places where there is not a Superintendent, the Commander-in-chief, or, in his absence, the senior Officer present is, immediately on the expiration of each calendar month, to require from the Naval Storekeeper, Agent Victualler, Inspector-General or Deputy Inspector-General of Hospitals, and from any other Cash Accountant Officer at Naval Establishments, an account of his receipts and disbursements of public money, in the precise form of the first part of his Cash Book, showing each item of receipt and expenditure under the date, and in the exact order of its occurrence, accompanied by the requisite vouchers.

The Commander in-chief, or senior Officer, is to cause the cash account to be compared with the vouchers, and the balance remaining in the Accountant Officer's hands to be ascertained by such person or persons as he may depute for this purpose, upon whose certificate he will approve the account, and transmit it, with the vouchers, by the first opportunity, to the Secretary of the Admiralty, marked for the Accountant-General.

The Commander-in-chief, or senior Officer, or the person or persons nominated by him, will inspect from time to time,—particularly when application shall be made for authority to draw money,—the remains of Public Money in the Chest, and ascertain that it corresponds with the balance shown by the daily Cash Book; and is, as often as he may see fit, to require from the Commissariat Officer, where there is one, a statement of the amounts of money advanced by him to Officers of the Naval Service.

Quarterly abstract.

At the end of each Quarter, every Accountant Officer is required to render an abstract of the three Monthly Accounts, and to produce, at the same time, to the Commander-in-chief, or senior Officer, or other person deputed for that purpose, his Cash Book, containing copies of the Monthly Accounts; and upon the correctness of the Abstract being ascertained, by comparison with the Cash Book, it is to be approved by the Commander-in-chief, or senior Officer, and transmitted by him to the Secretary of the Admiralty, for the Accountant-General, as before directed.

On a difference being discovered.

If, at any time, a difference should be discovered between the balance shown by the Account, and the money found in the public

chest, the Commander-in-chief, or senior Officer, is to call upon the Accountant Officer for an explanation, which he is to transmit to the Secretary of the Admiralty, with any remarks he may have to make thereon.

16.

In the absence of the Commander-in-chief all the control and authority over the Civil Establishments of the Navy hereby vested in him, is to be exercised as fully and effectually by the senior Officer of Her Majesty's Ships present, provided such Officer be not under the rank of Commander. Authority of senior Officer during the absence of the Commander-in-Chief.

§ III.—Relative to Command at Home Ports.

1.

In addition to the foregoing two sections, by which (except the Articles relating particularly to Foreign Stations) he is to be governed in his general duties as Commander-in-chief, he is to observe the following instructions relative to the special duties of the Port at which he has been appointed to command. Instructions as to special duties of the Port.

2.

He is to be responsible for the speedy and perfect equipment of all Her Majesty's Ships, and for the punctual execution of all orders, and the performance of all duties, at the Port where he commands. He is therefore to consider all Ships, during their continuance in port, as being under his command, except those which, not being in harbour, shall be under the orders of a senior Flag Officer then present. But though the Ships be under his command, for the purpose of his superintending and forwarding their equipment, he is not, on any account, to send any of them to sea (except such as shall be specially placed by the Admiralty under his orders) unless some very urgent necessity, not admitting of his receiving directions from the Admiralty, shall require it. Equipment of Ships, &c. Ships under his command. Not to be sent to sea by him.

3.

When the state of a Ship shall be such as to require her going into harbour to be repaired, she shall during her stay there, be under the orders of the Port Admiral, although she belong to the Squadron of a Flag Officer then present, and senior to him; and if the Ship which carries the Flag of such senior Officer be required to go into harbour, he is to shift his Flag to some other Ship, as long as she remains there; and all returns, demands, and applications from every Ship while in harbour, are to be made to the Port Admiral. But the Commander of any Squadron may direct the Captains of Ships under his command, if he shall think it necessary, to report to him also the state of such Ships, and the progress made in repairing or refitting them. Ships going into Harbour. If Ship carries the Flag of a senior Officer. Returns to other Officers.

4.

The Captains of all ships not in harbour, under the command of a Flag Officer present, are to make all returns and representations to him, who, if he be junior to the Port Admiral, is to transmit those returns to him; and the Captains of all Ships not put under the command of such Flag Officer, are to make all returns to the Port Admiral. Returns from Ships not in harbour, under command of a Flag Officer present.

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5.

Returns from Ships not under command of Flag Officer present, but belonging to another fleet.

The Captains of all Ships, not under the command of a Flag Officer present, are to make their returns to the Port Admiral, although they belong to a Fleet commanded by a Flag Officer senior to him; but the senior Captain of the Ships of any Squadron may, if so directed by his Commander-in-chief (whether such Commander-in-chief, be senior or junior to the Port Admiral), collect duplicate returns from the Ships of the Squadron, and transmit them to his Commander-in-chief, that he may be informed of the state they are in, and of the probable time of their being fit for service.

6.

Flag Officers to enclose their orders to Port Admiral.

If a Flag Officer shall have occasion to send orders to a Ship absent from the Port where his Flag is flying, he is to enclose them to the Port Admiral where such Ship may be, to be by him delivered to the Officer to whom they are addressed.

7.

Flag Officers, senior to Port Admiral, not to interfere with Port duties.

A Flag Officer, though senior to the Port Admiral, is not in any way to interfere with his Port duties, nor is he to order any Ship to go into harbour without having first applied to the Port Admiral to know when it may be convenient to receive her.

8.

Ships putting into Port unnecessarily.

The Port Admiral is to inform the Secretary of the Admiralty if any Ship puts into Port unnecessarily; or if any Captain makes a report of defects which do not exist, or exaggerates those which do exist.

9.

Ship's fitting, refitting, &c., to be expedited.

When a Ship is fitting out, or refitting, he is to see that the Captain and all other Officers attend constantly to their duty: and that there is no delay nor neglect in her equipment; and it being of importance that Ships should proceed to their destinations at the time at which it may be reported that they will be ready for sea,—whenever a Ship fitting out has her time of being ready postponed, he is to transmit to the Admiralty a report from the Captain of the cause of the delay, with his own opinion as to the necessity of the same, together with any suggestions he may have to offer for expediting the service.

If postponed.

10.

Mustering Ships at the Home Ports.

The directions for mustering the Ships in port, in the Commander-in-chief's foregoing General Instructions, are to be carried into execution monthly at the Home Ports; and a more particular muster and inspection also is to be made in every Ship, and especially in those newly fitted out, a few days before proceeding to sea, at which muster the record books and all authorities for entries and discharges are to be very carefully examined; and the additional certificate on the same sheet is to be filled up and signed, in addition to the signature to the statement of musters.

Appendix, 17.

The duty of mustering the crews of Ships in harbour (not bearing the Flag of a Flag Officer or the Broad Pendant of a Commodore of the First Class) is to be performed by the Captain of the Commander-in-chief's Flag Ship, or, in his absence, by such other Captain as the Com-

mander-in-chief shall direct; and, at the outer anchorages, the duty in question shall be performed by the senior Captain there present; but the periodical muster of the crew of a Ship bearing the Flag of a Flag Officer or the Broad Pendant of a Commodore of the First Class is to be made by the Captain of such Ship, and the statement thereof is, before being transmitted to the Commander-in-chief, to be submitted to the Flag Officer or Commodore on board, for him to append to it his signature of approval. *Appendix*, 17.

If a Squadron not under the orders of the Port Admiral, but under the orders of another Flag Officer, may happen to be present at any home port, the directions for mustering the crews of the Ships belonging to such Squadron are to be given, in accordance with the foregoing instructions, by the Flag Officer under whose orders they may be placed; and the statement of musters is to be sent to the Port Admiral, if he be senior to the Flag Officer commanding the Squadron. *Appendix*, 17.

11.

He is to be careful to inspect, with the strictest attention, the preparation for battle of every Ship newly fitted out at the port at which he commands, a few days before they proceed to sea, as well as those arriving from other ports for their final orders, if they have not been already inspected, and are not under the orders of a Flag Officer present; also such as may arrive for paying off; and he is to forward to the Secretary of the Admiralty, immediately, a full and perfect report upon their state, in the form provided for the purpose. And he is likewise to make a similar inspection on board those placed under his immediate orders; and during the time they may be so employed, he is to inspect their state occasionally, and is to transmit every twelve months a report, as above directed, of his last inspection; taking every opportunity also to impress on the respective Captains and Commanders the importance of their Ships being always in good fighting order, and perfectly prepared to defend themselves against any sudden attack.

To inspect Ships fitted out, as to state of preparation, for battle.

Appendix, 12.

Fighting order

12.

He is to look carefully into the state and condition for service in respect of their complements of men, provision, stores, &c., of all hired Vessels not under the control of the Superintendent, and to see that they are not detained in port longer than is absolutely necessary; and he is to communicate to the Secretary of the Admiralty every deficiency or neglect in such Vessels, in order that a suitable mulct may be imposed upon the owners.

State and condition for service of hired Vessels.

13.

He is, on the arrival of any one of Her Majesty's Ships at the port where he commands, to receive from the Captain or commanding Officer of such Ship lists of her defects, in the form given in the Appendix, one copy of which he is to send immediately to the Superintendent of the Dock-yard, who is, upon the authority of the Port Admiral, to cause an immediate survey afloat to be made by the proper Dock-yard Officers; the report of which survey is to be transmitted by the first post for the consideration of the Admiralty, who will give directions (if not already issued) in regard to the Ship proceeding into the harbour, either to have her defects made good, or to be paid off; or if the defects of the

Defects.

Appendix, 101.

Survey.

Ship are not of so serious a nature as to require that she should go into harbour, no works shall be undertaken which may prevent her from proceeding to another port, if orders should be sent to that effect by return of post.

But in all cases where the defects require immediate attention, the Port Admiral is to act according to his discretion with regard to ordering the Ship to proceed into harbour without delay, or to sending of Artificers to the Ship.

14.

Moorings in port.

He is to take care that Her Majesty's Ships, whilst in port, do not lay down moorings for their Tenders, Boats, or Boat-stages, either by anchors, ballast, or large stones, without obtaining permission from the Dock-yard Authorities.

15.

Ships not to remain in port longer than necessary.

He is not to suffer any Ship to remain in port longer than shall be absolutely necessary, after the Captain has received orders to sail; but is to send her away the moment she shall be in a condition to put to sea, if the state of the weather will permit.

16.

When men are required from Ships to execute work in Dock-yards.

Whenever the Superintendent of the Dock-yard shall represent to him, in writing, that an additional number of men is wanted to perform any service, or to execute any work in the Yard, or on board the Ships in Reserve, he is, if the necessary duties of the Ships in commission will admit of it, to direct their Captains to send, under the charge of proper Officers, the number of men required, who are to be employed as the Superintendent shall direct.

17.

Precautions against surprise by enemy's ships

He is, during War, to keep a sufficient number of the Ships or Vessels under his command cruizing in proper situations to prevent any Ships of War or other Vessels of the enemy from approaching the port without being discovered; and he is to direct the Officers commanding them to examine very carefully all Vessels going into or approaching the port, and to detain, for his examination, all those whose conduct shall be suspicious, or whose Masters shall not give a satisfactory account of themselves.

18.

Pay books lodged on Ships arriving to pay off.

He is to ascertain, as early as possible, after the arrival from abroad of any of Her Majesty's Ships to be paid off, that proper pay books have been lodged in the Office of the Superintendent of the Dock-yard for transmission to the Accountant-General of the Navy.

19.

Officers specified not to be employed in the casual duties of the port.

As far as the convenience of the service will admit, the Captains and Officers of the Military Branch, belonging to the Gunnery Establishments, Instruction, Surveying, Troop, and Store Ships, and Guard Ships of the Steam Reserves, are not to be called upon to attend surveys out of their own Ships, or to perform any other of the casual duties of the Port unconnected with the special services on which they are respectively employed.

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20.

Whenever a Ship is ordered to be commissioned, or paid-off, he is to ose no time in making the necessary communications to the heads of the several departments at the Port, so that they may be prepared to carry out the service in so far as it relates to their respective offices. Commissioning and paying off Ships.

21.

He is to acquaint the Admiralty, by telegraph, of all matters of public interest or importance that may occur or arise from time to time during the day,—especially of the arrival, sailing, or passing of Ships of War, which circumstances are to be reported at the earliest possible moment. He is to cause the direction and force of the wind, the state of the weather, and the height of the barometer, to be telegraphed to the Admiralty, every week-day, at 11 A.M., and on Sunday at 1 P.M. The number of Seamen, Petty Officers, and of other Seamen, short of complement in sea-going Ships, is to be telegraphed every day at 10 A.M. Telegraph. Movements of Ships. State of the weather. Petty Officers and Seamen short in Ships.

22.

In addition to the reports and returns which he may be specially directed to make or forward to the Secretary of the Admiralty, he is to transmit the following:— Reports and returns.

I. A general letter enclosing miscellaneous returns; reporting the time of the arrival or sailing of Her Majesty's Ships, from whence arrived, and place of destination, the state of the wind and weather, payment of wages to crews, and all common occurrences, not deemed necessary to be made the subject of separate communications	Daily, to the time of going to Post.	*Appendix*, 25.
II. A report of the state of Her Majesty's Ships....	Every Monday, Wednesday, Friday, and Saturday.	*Appendix*, 26.
III. An acknowledgment of all letters and orders received from the Admiralty; and of all telegraphic messages received, with the replies thereto. (The time of receiving such messages, and of sending the replies, is to be noted in the acknowledgment)	Daily, to the time of going to Post.	*Appendix*, 25.
IV. A return of leave granted to Officers	Daily, to the time of going to Post.	*Appendix*, 32.
V. A return of the number of Petty Officers, Seamen, and Marines in each Ship, whose period of service has expired, but who are detained in consequence of the special emergencies of the public service.* NOTE. Separate returns are required for Marines.	To be transmitted so as to reach the Admiralty on the 1st day of each Month.	*Appendix*, 18.

* This return is not required when there are no men so circumstanced.

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VI. An abstract of the written circulars, letters, and orders, on general subjects, received during the Quarter	On the last day of each Quarter.
VII. A return of the receipt and issue of Signal Books	On the 30th June, and 31st December, of each year.
Appendix, 12. VIII. Report of inspection, and of preparation for battle	As soon as possible after the inspection of a Ship.

Contingent account.

The account of the Commander-in-chief's postage and other contingent expenses is to be made up to the last day of each Quarter, and for the broken period to the date of the Commander-in-chief striking his Flag,—and the amount thereof will be repaid to the Commander-in-chief, *Appendix*, 4. under his own order, by the Paymaster of the Flag Ship. The account itself is to be delivered to the Paymaster, and by him transmitted as a voucher to his cash account.

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Chapter XLII.

INSTRUCTIONS FOR FLAG OFFICERS, AND COMMODORES OF THE FIRST CLASS, NOT COMMANDING IN CHIEF.

Every Flag Officer serving in a Fleet, but not commanding in chief, is to superintend, with great attention, all the Ships of the Division or Squadron put under his directions; he is to see that their Crews are properly disciplined; that all orders and regulations are punctually attended to and obeyed; and the stores, provisions, and water kept as complete, and the Ships in every respect, as fit for service, as circumstances will admit.*

To superintend Divisions or Squadrons.

2.

Every Flag Officer being responsible to the Commander-in-chief for the good order and discipline of the Division or Squadron he commands, all reports of the state of the Ships and of their defects, applications for repairs or refitting, demands for stores or provisions, and representations of the state of their Crews, or of the misconduct of their Officers or Men, are to be made to him.

To report the efficiency of his Division or Squadron

3.

Every Flag Officer, when at sea, is to be particularly attentive in observing that the Ship which carries his Flag, and all the Division or Squadron under his orders, preserve very correctly their station in whatever line or order of sailing the Fleet may be formed; and when any evolution is performing, he is to be attentive to the manner in which the Ships under his direction perform it, always correcting, immediately, by signal, or otherwise, as he shall think fit, every apparent want of activity and exertion, and every mistake or appearance of neglect.

To see that Ships keep their stations

Evolutions.

4.

The Commander of one Division or Squadron may correct, by signal or otherwise, the mistake or negligence of a Ship in another Division or Squadron, whenever it is probable that, from their relative situations, that Ship cannot be distinctly seen by the Flag Officer commanding the Division or Squadron to which she belongs; or whenever, being in the presence of an enemy, the Flag Officer commanding that Division or Squadron, whatever may be his situation, does not himself immediately correct such mistake or negligence

The Commander of one Division or Squadron may correct the mistake of a Ship of another Division or Squadron.

5.

Every Flag Officer, when in battle, is to observe the conduct of every Ship near him, whether of the Division or Squadron he commands or not; and he is, at the end of the battle, to report his observations to the Commander-in-chief, that the conduct of every Officer may be

To observe in battle the conduct of Ships near them.

* When a Commander-in-chief distributes his Fleet into two parts, each part constitutes a Division, and a further distribution of these, or one of them, into two or more parts, make so many Sub-divisions; but if the Fleet be arranged in three parts, each part is called a Squadron.

Ships avoiding battle.

represented as he shall really deserve. And if any Flag Officer shall observe any Ship evidently avoiding the battle, or not doing her duty properly in it, he is immediately to make such signal to her, or to take such steps, as the case may appear to him to require, for procuring her more efficient co-operation; and at the end of the battle, he is to report without loss of time, to the Commander-in-chief any transaction of this nature in which he shall have so interfered.

6.

When a Commodore of 1st Class strikes his Flag in presence of a senior Captain.

When a Commodore of the First Class shall, in consequence of the presence of a senior Captain, strike his Broad Pendant, temporarily, and become First Captain of the Ship in which he is serving, he is not on that account to be required to keep any accounts as Captain, or to sign any books or papers, or to do any other duty than would have been required of him as First-Class Commodore; but the Captain under him in the same Ship is to execute all the detailed duties of Captain of the Ship, in the same manner as the Captain of a Flag Ship.

7.

Journal.

Appendix, 18.

Every Flag Officer and Commodore of the First Class, not commanding-in-chief, is to keep a Journal, in the Form in the Appendix, a copy of which is to be sent, at the end of every three months, to the Secretary of the Admiralty, through his Commander-in-chief, or the senior Flag Officer of the Fleet.

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Chapter XLIII.

INSTRUCTIONS FOR CAPTAINS OF THE FLEET.

1.

The Captain of the Fleet, as chief of the Staff, is to assist the Commander-in-chief, or senior Flag Officer of the Fleet, in the various details and arrangements for the management of such Fleet, and for maintaining it in the most efficient state possible; giving, from time to time, in the name of the Commander-in-chief, or senior Flag Officer of the Fleet, and with his sanction, such orders for the above object as circumstances may render necessary, and all orders so given by him are to be obeyed by every person in the Fleet, as well by Officers superior as by those inferior to him.

To assist the Commander-in-chief or senior Flag Officer.

Orders given by him.

2.

The following reports, returns, &c., are to be transmitted by Officers in command, to the Captain of the Fleet, who, after full investigation, will place them, with his own remarks thereon, before the Commander-in-chief, or senior Flag Officer, for his information or decision:—

Reports, returns, &c., to be made to him.

i. Daily report of the state of the ship.
ii. Report of the state and condition of the ship.
iii. Report of defects.
iv. Applications for the Ship being refitted or repaired.
v. Such demands for money, stores, or provisions as the Commanders of Divisions or Squadrons may not be authorized to order.
vi. Attested copies of vouchers for the purchase of stores or provisions, and of vouchers for the payment of hired artificers, boats, vessels, &c.
vii. Pay lists for extra pay.
viii. All the periodical returns called for in Article 27, at page 263, of these Instructions.
ix. Applications for leave of absence.
x. Applications for the discharge or exchange of Officers or Men.
xi. Applications for the examination of Officers or Men.
xii. All applications for Surveys.
xiii. Punishment warrants for approval.
xiv. Applications for Courts-Martial;—and,
xv. In general, all reports and returns connected with the discipline, equipment, efficiency, and state of the Ship.

3.

The Captain of the Fleet is to keep a Journal of the proceedings of the Fleet, a copy of which is to be sent, at the end of every three months, to the Secretary of the Admiralty, through his Commander-in-chief, or the senior Flag Officer of the Fleet.

Journal.

Appendix, 18.

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Chapter XLIV.

INSTRUCTIONS FOR CAPTAINS.

General Service.

1.

The Captain on his appointment, is to visit the Ship throughout.

When a Captain or other Officer is appointed to command one of Her Majesty's Ships, he is to visit her throughout, in company with the Officers; and, if she be newly commissioned, with the Captain of the Reserve, the Master Shipwright, and (in Steam Ships) with the Chief Engineer of the Dock-yard, or their assistants, who will inform him of her condition, and of any alterations authorized by the Admiralty to be made in her. If any additions or further alterations are deemed advisable, or any variation from the usual establishment (but none such will be permitted with regard to Ships that have been commissioned before, or commissioned from the first-class steam reserve), application thereon is to be immediately made to the Admiralty, with all necessary explanation, and all such applications, after the fitting of the Ship has advanced, are to be carefully avoided.

Alterations.

2.

Plans for Ship's stowage, trim, &c.

The Captain will be furnished by the Superintendent of the Dock-yard with the reports of the stowage, trim, and qualities of the Ship, made by the Captains who previously commanded her; but if she be new, he will be provided by the Controller of the Navy with certain particulars for his guidance respecting her stowage and trim, to which attention is to be paid, and from which there is to be no deviation without its being reported to the Admiralty.

3.

Fitting to be expedited, and daily report of progress to be made to Admiral.

The Captain is to be very diligent in getting the Ship ready for sea, or for such other service as may be ordered; he is to inspect, and to forward, as far as he may be able, all works doing on board; and he is to report daily to the Commander-in-chief or senior Officer present, or, where there is no senior Officer, to the Secretary of the Admiralty, the progress made, and the state of the Ship. Should it be found necessary to extend the date originally fixed upon for the Ship being ready, the Captain is, forthwith, to report the reasons, by letter, to his Commander-in-chief, for the information of the Admiralty; and, in the event of there being any neglect or delay in her fitting on the part of the Dock-yard, he is to represent the same, where no senior Officer is present, to the Superintendent of the Yard, or to the Secretary of the Admiralty, as circumstances may require.

Appendix, 80.

Extension of time.

Neglect or delay.

To inform himself of the Dock-yard regulations, &c.

He is to make himself acquainted with the regulations of the Dock-yard, Victualling Yard, and Gun Wharf, with respect to the hours of working, and to the supplying or receiving of Stores, and to all other matters necessary for his guidance; and he is to co-operate with the

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Superintendents, and other heads of public departments, for the prompt fulfilment of all orders and instructions which may appertain to the service in which he is engaged.

4.

All applications relating to the Ship, which require the authority of the Superintendent, are to be made to that Officer by the Captain, or the Commanding Officer, and, if called for, such applications are to be made in writing.

Applications requiring authority of the Superintendent.

5.

The spare topmasts, top-gallant masts, and sails, are to be tried before quitting the harbour where the Ship is fitting, to ascertain whether they require any alteration, and a report thereon, after trial, is to be made by the Captain, to the Commander-in-chief; at the same time, it is to be ascertained if the boats can carry the guns supplied for them, and are properly fitted for that purpose.

Spare topmasts, &c., to be tried.

If boats can carry their guns.

6.

As soon as the Ship is out of the hands of the Dock-yard, after fitting or refitting, the Captain is to report to the Superintendent, in writing, that she is ready to be inspected by such Officers of the Yard as he may appoint. On the arrival of the Dock-yard Officers on board, the Captain is to cause the Officer next in seniority to himself, together with the Chief Engineer, or Carpenter, according as the inspection may appertain to either of their departments, to accompany them round the Ship, and to render them every assistance in ascertaining whether she is in all respects complete, or whether she has any defects. Immediately the inspections are completed, the Captain is to cause the reports of the result of the same, signed by the examining Dock-yard Officers, and by the Officers of the Ship, according as they may relate to their respective departments, as well as by himself, to be forwarded to the Commander-in-chief, and duplicates thereof to the Superintendent. If the Captain shall not fully concur in the statements that may be made in such reports,—and he is to take every possible means to satisfy himself of their correctness,—he is to represent to his Commander-in-chief, in writing, the points on which he dissents, and his reasons for so doing, bearing in mind that the object of these inspections is to ascertain whether the Ship be ready, and properly fitted, for the service on which she is to be employed.

Inspection by the Dock-yard Officers after fitting or refitting.

Appendix, 99, 100.

7.

When the Ship is completely equipped, he is to require from the Master plans of the stowage of her hold, which plans, after having satisfied himself of their correctness, are to be dated, and signed by himself and the Master, and forwarded by him to the Superintendent of the Dock-yard where the Ship fitted out. He is also to furnish the Superintendent, before leaving the port, with a return, containing all the information required in the form which, on his application, will be supplied to him from the Dock-yard, relative to the number, quantity, and weight of all the guns, shot, ballast, provisions, stores, water, &c., on board the Ship.

Plan of hold.

Weight of guns, stores, &c.

Appendix, 98.

8.

The Officer in command of any Ship recently built is, in due time, o make application to the proper authorities for such Ship to be re-

Caulking of newly-built Ships.

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caulked, in order to prevent any damage which may arise from the shrinking of the timber, which is unavoidable, more especially in tropical climates.

9.

Alterations in Ships.

He is not, except in cases of absolute necessity, to make, or permit to be made, any alteration whatsoever in the establishment of the Ship's masts, yards, sails, or rigging, nor in her machinery, hull, decks, cabins, storerooms, or other external or internal fittings or arrangements; but he is to apply to his Commander-in-chief, if he be under the orders of one, and if not, to the Secretary of the Admiralty, for permission to make any alteration or addition which, from peculiar circumstances, he may deem necessary, observing that the cost of replacing fittings which may have been removed or altered (or of repairing any damage arising therefrom) as well as the cost of any additions made, without proper authority or evident necessity, will be charged against his pay.

On the Home Stations no alterations are to be made without the sanction of the Admiralty; and whenever they are found necessary in Ships abroad, a report of the circumstances under which they were made is to be sent by, or through, the Commander-in-chief on the Station, with proper plans and drawings, for the information of the Admiralty.

10.

Staying the masts.

To guard against the injury which the lower masts of Her Majesty's Ships have frequently sustained in consequence of the injudicious manner in which they have been stayed, and the lower rigging set up, the following regulations are to be attended to when fitting or refitting:—

I. To regulate the setting up of rigging, and to determine if a lower mast is straight, a middle line should be out on each of its sides and upon the after part. These lines should be painted a different colour from the rest of the mast, and extend from the tressel-tree to the heel. At the upper part of each line a small eyebolt should be placed, and on the line near the deck another such eyebolt. A rope line fastened to the upper one, and rove through the lower, and pulled tight, will, if the mast be straight, coincide with the middle line cut upon it; or, if not straight, the fact will be evident by the out line and the rope not being parallel. The amount by which parallelism is departed from, will represent any curve the mast has taken.

II. As the lines are to be cut from the heel of the mast to the tressel-tree, by knocking up a side wedge, any curvature that may exist below the wedges may be seen. Consequently, should the rigging be set up with the wedges in, or with them altogether withdrawn, the side lines will afford the means of detecting any bending in the mast, from the crushing tendency of the combined strains upon the stays and shrouds, and of deciding when these ropes should be relaxed.

III. The middle lines used in conjunction with straight-edged battens present an easy and a safe way of seeing that the mast when being stayed is not pulled more than slightly out of the position it is permanently to have.

IV. Firstly, as to the correct athwartship position. If a batten of about 7 or 8 feet long be placed upright on the middle line of the deck, considerably abaft the mast, and its edge can be made to coincide by

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eye with the middle line on the aft part of the mast, the mast will be upright by the shrouds; or, if the edge and the middle line do not agree, the divergence will show to which side, and by how much, the mast inclines.

v. Secondly, as to the rake. If a batten standing on the deck, with a rake equal to that which the mast is to have to the deck, be used with the side middle line, and its edge and the middle line coincide, the rake of the mast must be correct; or, if they do not coincide, the direction and extent of their disagreement will show what the mast is out of place in a fore and aft direction.

vi. The rake of the mast has reference to the keel; but as the deck and the keel are not parallel, the angle between their planes must be considered, when determining the angle the batten shall have to the deck, in order that it may have the assigned angle to the keel. This correction may be readily made, and the batten be set at the found angle in a firm base or foot parallel to the deck.

vii. The lower masts are to be placed with such rake as may be shown in the drawings of the Ship's original construction, or as may have been subsequently decided as preferable, according to records in the Dock-yard; and in the event of experience rendering it advisable to alter the rake of the masts, every particular relative to the change is to be noted in the log-book, and reported in the sailing qualities.

11.

Precautions to be taken in heeling the Ship.

Whenever there shall be a necessity for heeling the Ship to get at leaks, or to repair the copper sheathing, the Captain is to be present himself to see that every possible precaution is taken to prevent its being attended with any accident; he is to direct the Carpenter to see that all the pumps are in good order, and to appoint careful men to observe the state of the well, who are to report to the Officers immediately on their discovering any material increase of water. During the time the Ship is on the heel, the Officers and men are to be in readiness to right her on the shortest notice if the shifting of the tide, a leak, or a gust of wind, should suddenly make it necessary. In all two-decked or three-decked Ships, the lower deck ports of the side to which the Ship is heeled are to be barred in, and the scuppers plugged.

12.

Defects.

Immediately on arriving in port, the Captain is to submit to the Commander-in-chief or senior Officer present, lists of the defects (if any) of the Ship under his command, in the form given in the Appendix; but he is not to sign or forward such lists until he shall have taken every means to satisfy himself as to the correctness of the representations they contain. No proposed alterations or additions are to be inserted in the lists of defects, as on such points separate and special applications must be made.

Appendix, 101.

Alterations.

13.

Artificers of the Ship to make good the defects if possible.

The Captain is to cause the Artificers of the Ship he commands to repair all such defects as may be within their means, in order that, on arriving in port, as little assistance as possible may be required from the

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Dock-yard. Sails, boats, &c., are not to be sent to a Dock-yard for repair, if it be possible to repair them on board, on the necessary stores being supplied for the purpose.

14.

Sharp iron scrapers not to be used, except after caulking.

Sharp iron scrapers are not to be used to the decks of Her Majesty's Ships, except after caulking, and then only with great care so as to avoid any injury being done to the decks.

15.

Preliminary survey on stores on refitting.

On a Ship going into port to refit, the Captain is to order a preliminary survey to be held on board upon her sails, rigging, and stores, and such only as are condemnable, and not fit for conversion, are to be landed for further survey; lists of the same are to be prepared for the surveying Officers of the Dock-yard. The Captain is to arrange so that only one survey may take place, and one return of stores be made, during the Ship's stay in port, except a return of the articles broken and worn during the time of fitting or refitting, an account of which is to be prepared a few days before the Ship sails, that others in lieu may be obtained.

One return of stores only.

16.

Bottoms of iron Ships.

Officers in command of iron ships are to take every opportunity of examining the conditions of the bottoms of such ships, and to be very careful that the plates are cleaned and coated with preserving composition as often as may be necessary, or as occasions shall offer for so doing; and they are to see that no injury be done by corrosion to the rivets or other parts,—that no copper articles, or copper filings be allowed to rest on the bottom in immediate contact with the iron,—and that every part be kept clean and preserved by coating with preserving composition, or by such other means as may from time to time be ordered.

Corrosion.

Preserving composition.

17.

Care of Hulk while Ship is fitting or refitting.

If it should be necessary, in the fitting or refitting of a Ship, that she should be taken alongside of, or that her crew should be removed to, a receiving Ship, or Hulk, the Captain is to give directions that no damage be done to any part of such Hulk; and that she be kept, during the continuance of the crew on board, as dry, well ventilated, clean, and comfortable as circumstances will admit; and he is to see that the same discipline be maintained amongst, and the same order and decorum observed by, the Officers and Men, as would be the case were they in their proper Ship.

Discipline.

18.

Application for a Hulk.

The application for a Hulk, when one is required, is to be made by the Captain, with the concurrence of the Commander-in-chief, to the Superintendent of the Dock-yard; before being taken possession of, she is to be inspected throughout by a Lieutenant of the Ship to which she is appropriated, (in conjunction with a Lieutenant of the Reserve) and her condition is to be reported to the Captain, who will be responsible for her while occupied. On going on board, the Captain is to appropriate the cabins and mess-places to the several Officers and others, as they are marked, in order that no dispute may arise as to their occupancy. The Warrant Officers belonging to a Hulk are employed to look after her condition, consequently they are not to be required to perform

Inspection.

Cabins.

Warrant Officers of Hulk.

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any of the Ship's duties, neither are they to be disturbed in their established accommodations; but they are to conform to the discipline of the Ship.

19.

The Captain of a Ship whose crew occupy a Hulk, is to make a return, every Monday morning, to the Captain of the Reserve, for the information of the Superintendent of the Dock-yard, of all glass broken and damage done during the week, stating whether by accident or negligence; if by negligence, the name and rank of the individual in fault, together with full particulars of the circumstances, are to be noted in the return, that it may be determined whether the sum necessary for making good the breakage or damage be fairly chargeable against his wages.

Weekly report of damage done to Hulk.

Charge.

20.

Before a Hulk is delivered up to the Reserve, she is to be thoroughly cleaned; and, within twenty-four hours after the crew have been removed, the Lieutenant who first inspected her, (or, if he be absent, another Lieutenant) is, in company with a Lieutenant of the Reserve, to inspect her throughout, and having ascertained that she is in as clean and perfect a state as when first occupied, he is to acquaint his Captain thereof, and the Captain having assured himself that such is the case, is to report the same, in writing, to the Commander-in-chief.

The pump-well of a Hulk is to be dried every morning; and the water-tanks to be filled before the crew finally leave her. On no account is a forge to be worked on board a Hulk.

On delivering up charge of a Hulk.

Inspection.

Pump-well.

Forge not to be worked in a Hulk.

21.

Dock-yard and other Lighters are on no account to be diverted from the fulfilment of the orders under which the Masters thereof may be acting from the departments to which they belong; when sent with, or for, Provisions or Stores of any description, every facility is to be given for getting them alongside the Ship, and they are to be cleared or loaded as soon as possible. A certificate is to be granted by the commanding Officer, to the Master of the Lighter, stating for what period she was detained alongside. If any impediment shall occur to the prompt clearing or loading of a Lighter, the Captain of the Ship to which she is sent, is, without delay, to report the circumstance to the Commander-in-chief or senior Officer present, by signal or otherwise as may be most convenient; and should it be impracticable to take on board Stores or Provisions on the day previously named for that purpose, the Captain is to give timely notice to the proper department, so as to prevent any delay or inconvenience to the public service which must occur when lighters are laden with articles not required to be transshipped immediately.

Lighters with Provisions or Stores not to be delayed.

Certificate.

If any delay should occur.

22.

All vessels arriving alongside with stores or provisions, are to be cleared as expeditiously as possible, and, sent away; and, in the event of any private vessels being unavoidably detained beyond the time specified in their contracts or agreements, the Captain is to grant the Masters of them a certificate, stating the time of their detention, and very fully

Vessels with Stores to be cleared as soon as possible.

Contract Vessels having Stores on board.

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detailing the occasion thereof, to the end that the public may not be subjected to any unreasonable or unnecessary charge for demurrage.

23.

Not to take from any Vessel, Stores intended for another Ship.

The Captain is not to take from any Vessel, Lighter, or Boat, any stores, provisions, or water belonging to or intended for another Ship, unless an extraordinary circumstance shall make it absolutely necessary, of which he is immediately to inform the Commander-in chief or senior Officer present, the Officer of the department by whom such provisions, water, or stores were sent, and, if circumstances will admit of it, the Captain of the Ship to which they were going.

24.

Working parties.

Meals.

Detached working parties are, whenever it may be practicable, to be placed in charge of a Lieutenant, Master, Sub-Lieutenant, or Second-Master, and to have a proportion of Subordinate and Petty Officers attached to them: when Marines form a portion of the party, a non-commissioned Officer is, if possible, to accompany them. The Officer in charge of a working party is on no account to leave it to follow his private affairs nor is he to allow any person under his orders to do so; he is to conform to the regulations of the Dock-yard or other establishment in which he may be employed; and the Captain is to arrange for the men coming on board to their dinners at the usual time, observing that no men, except in cases of emergency, are to be absent from the Ship during the meal hours. Working parties for the shore are, on all ordinary occasions, to have their breakfasts before being sent away.

25.

Ship docked or undocked.

Inspection.

When a Ship is docked or undocked, or goes into, or comes out of basin, the Captain is to report the same verbally to his Commander-in-chief, and the circumstance is to be noted in the Ship's daily report. When a Ship is ready to be docked (unless ordered to be docked all standing, in which case the magazine only is to be cleared out) her Magazines and Store-rooms, and every other part of her, are to be examined, to see that she is perfectly clear and clean, previous to being reported ready for the inspection of the Dock-yard Officers.

26.

Dock-yard Artificers victualled on board.

The Captain is to send to the Superintendent a list containing the name of every Officer, Artificer, or other person belonging to the Dock-yard, who may have been victualled on board the Ship under his command, specifying their several entries and discharges that the Superintendent may give orders for the proper deductions to be made from the wages of such of them as may have been thus victualled.

27.

To guard against Moorings being damaged.

Not to be laid down without permission.

It being the particular duty of the Master-Attendant to prevent the moorings in harbour from suffering any damage, the Captain is to give orders that the yards and topmasts be struck, and every other precaution taken which may be thought necessary by that Officer, on obtaining permission by signal, or otherwise, from the Admiral or senior Officer.

No moorings of any description are to be laid down at a Queen's Port without the permission of the Dock-yard authorities.

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28.

The Captain is to allow every Officer to occupy the proper cabin allotted to his rank in the Ship.

Every Officer to occupy his proper cabin.

29.

If it should be necessary to careen a Ship in any port where there is no Naval Yard belonging to Her Majesty, the Captain (if not under the command of a superior Officer from whom he may receive orders) is himself to direct it to be done with all the expedition and economy possible. He is not, however, except in extreme cases, to employ other men than those of the Ship he commands, or of any other of Her Majesty's Ships present. When men belonging to other Ships are thus employed, the Captain is to direct the Paymaster to cause two lists of such men to be made out in the form given in that Officer's Instructions; and they are to be paid, in accordance with the rates specified in Article 1, at page 218, on the completion of the work, by their respective Paymasters, in the presence of the Captain, Commander, (or senior Lieutenant where no Commander is borne), and Master of the Ship to which they belong. Copies of the pay-lists are to be transmitted forthwith, by the Captain, to the Secretary of the Admiralty, with a letter explaining the circumstances under which it was necessary to careen the Ship, and duplicate copies are to be forwarded to the Commander-in-chief with a similar explanation.

When it is absolutely necessary to careen a Ship in a Port where there is no Naval Yard.

Men of other Ships employed.

Report to be made.

30.

If it should be found absolutely necessary to hire other men than those belonging to Her Majesty's Service to assist in careening or repairing a Ship, the Captain is to be careful to engage such only as shall be well qualified to perform the duty in which they are to be employed; he is to pay them such wages only as are usually paid in the place where he hires them, and he is to be careful to discharge them immediately their assistance is no longer required. The names of men so hired, and the qualities in which they are engaged, are to be entered in the Ship's books on a separate supernumerary list, but they are not to be victualled except when it cannot be avoided: they are to be mustered every day, and those who are absent are to be checked of their pay as well as provisions; and the Captain is to direct the Officers to report to him such as are idle or negligent, that he may cause proper deductions on account thereof to be made from their pay.

When necessary to hire people to assist in careening or repairing.

Men hired.

Separate pay-lists are to be made out for the hired men, on the form referred to in the preceding Article, and, when payments shall have been made thereon, the lists are to be disposed of in the manner therein prescribed; but it is to be observed, that, in addition to the particulars called for when the said lists apply to men not belonging to the service, it is to be certified by two respectable Merchants residing at the place where the men are engaged, that the rates of wages are those usually paid for the services performed by them respectively, which certificate is also to state the rate of exchange for bills on the British Government

Pay lists.

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at seven days' sight. It is further to be stated on the lists, whether the hired men were victualled or not victualled at the expense of the Crown.

31.

When necessary to hire boats, wharves, for careening.

The Captain is not, except when there shall be an absolute necessity for so doing, (the particulars of which are to be reported, through his Commander-in-chief, to the Secretary of the Admiralty) to hire any vessels or boats, or wharves or warehouses for careening a Ship, or receiving her stores or provisions, or for any other purpose: and when he has occasion to hire them, he is to be very careful to keep them no longer than the exigencies of the moment may require. When he discharges them, he is to cause triplicate accounts to be made out, in the form given in the Paymaster's Instructions, containing the names of the vessels or boats and their Masters, their tonnage, the number of their crews, the time they were employed, the rate at which they were hired, and the amount of the hire of each, and the total of the whole. He is also to cause triplicate accounts to be made out in similar form of the wharves, warehouses, stages, and whatever else he may have found it necessary to hire, specifying the rate at which each was hired, the time it was kept, and the sum paid for the hire of it; on all which accounts the several certificates, as inserted in the form, are to be duly filled up and signed. The amount due to the person or persons from whom the hire was obtained is to be paid to him or them by the Paymaster of the Ship under the direction of the Captain, and the vouchers for the same are to be disposed of in the manner pointed out in the foregoing Articles for the disposal of the pay lists of extra men working on board.

Accounts.

32.

When necessary to careen a Ship in a port of a Foreign Power where there is an Arsenal.

If it should be necessary to careen a Ship in the port of any Foreign Power, where there is an Arsenal, the Captain is to apply to the Governor, or Chief Officer of the place, for permission to do it at the Arsenal; and he is to request such assistance as circumstances may require. He is to give the fullest and most circumstantial certificate of the assistance he receives; and receipts for the stores, with which the Ship may be supplied, shall be given by the Officer to whom they are issued, certified by the Captain and the Officer next in command.

33.

Expenses incurred in careening or repairing in a Port where there is no Naval Establishment belonging to Her Majesty.

A general account of the expenses incurred in the careening or repairing of a Ship at any other than a Queen's Port, whether for the hire of Men, Vessels, or Warehouses, or for the supply or expenditure of stores, purchased or furnished from the Arsenal of a Foreign Power, is to be prepared with great care, and certified by the Captain and the Officers under whose superintendence the repairs, &c., have been performed. This account is to be transmitted by the Captain, through his Commander-in-chief, to the Secretary of the Admiralty, by the earliest safe opportunity, in order that the exact amount of the expenses of careening or repairing at any particular port may readily be ascertained; care being taken that all stores purchased or supplied on such occasions be delivered into the charge of the proper Officer, who is to account for them in the usual manner.

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34.

If one of Her Majesty's Ships be wrecked, or otherwise lost or destroyed, the Captain is to use every exertion to preserve the lives of the Crew; and when they, or as many of them as possible, are saved, he is to use his utmost endeavours to save the stores, provisions, and furniture of the Ship. He is to give his particular attention to the saving of all Books and Papers relating to the Ship's Accounts, that he may be enabled, immediately after the Court-Martial inquiring into the loss of the Ship shall have taken place, to cause the necessary books to be made out for transmission to the Admiralty. In any instance where a commanding Officer shall find himself unable to comply with these directions, he is to state, immediately, to the Admiralty the cause of his inability, in order that the Board may, if they judge proper, direct the books to be made out from the last accounts received in Office. He is himself to take especial care to preserve all Secret Orders, Signals, and Instructions, or, if necessary, to destroy them, to prevent their falling into improper hands. If he should have information of any of Her Majesty's Ships being near, he is immediately to inform them of his situation, that they may proceed to his assistance.

Ships wrecked or otherwise lost, or destroyed.

Accounts.

Secret Orders, &c.

Other Ships being near.

He is to dispose of the Crew in the manner most comfortable for them, and most economical for the public, that circumstances will admit of. He is to place sufficient guards over the stores and provisions saved, to prevent their being embezzled; and is to be careful that the wine and spirits are so disposed of that they cannot be got at without his permission. He is to keep the Crew together, and to be very particular in preserving regular and perfect discipline among them, carefully preventing their committing any irregularities or giving offence to the inhabitants of the country they are in. If he have no hope of being assisted by any of Her Majesty's Ships, he is, as soon as he shall have saved all that can be got from the wreck, to hire, on the most reasonable terms, such vessels as shall be necessary to convey him and all the Officers and Crew and the stores and provisions to the nearest port, where he may expect to find some of Her Majesty's Ships, or to a port in England, according to circumstances; observing that, without very sufficient reasons to the contrary, he is always to prefer that course which will be attended with the least expense to the public. If a sufficient quantity of provisions should not be saved, he is to authorize the Paymaster to purchase whatever may be required for victualling the Ship's Company; and if the men should be in want of clothes, he is to cause whatever may be absolutely requisite for their comfort, but nothing more, to be purchased, of which provisions and clothing the paymaster is to keep proper accounts, charging against the wages of every man the amount of the articles of clothing with which he may be supplied. If the Ship should be wrecked on the coast of a Foreign Power in amity with Her Majesty, he is to apply to the Governor, or Chief Officer of the place, for such assistance as he may stand in need of; and he is to be particularly attentive in observing and conforming to all the Laws and Regulations of the Country, as long as he shall continue in it.

Disposal of the crew.

Conveyance of Crew, &c.

Provisions may be purchased.

Clothing.

Wrecked on a Foreign Coast.

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35.

Loss of Stores, or Spars sprung, to be reported.

Accidents to the Hull, Boilers, &c.

Whenever guns, sails, or other valuable and important stores are lost from any one of Her Majesty's Ships, or any of the principal yards or spars are sprung or materially injured, or whenever any accident of a serious nature shall occur to the Ship's hull, machinery or boilers, the Captain is, by the earliest opportunity, to report the particulars thereof to his Commander-in-chief for the information of the Admiralty.

36.

Boats to be kept ready for service.

Paddle-box boats.

Quarter or stern boats to be got in-board on approach of bad weather.

The Captain is to take care that all the boats belonging to the Ship are kept ready for immediate service at the shortest notice, and that the boat's gear be kept constantly rove. The men are to be properly stationed, and are to be exercised occasionally in getting the boats out and in, manning and arming them, &c. Ships having paddle-box boats are to weigh them from off the paddle-wheels, after general quarters, every week.

Officers in command of small vessels fitted with quarter or stern boats, are to cause such boats to be got in-board on the approach of bad weather, in the Channel or elsewhere, at sea.

37.

Provisioning ships,—Foreign Service.

Home Service.

Ships ordered to Foreign Stations are to take on board five months' provisions of all other species than biscuit, and of biscuit (except for the Mediterranean) as much as they can stow. Ships for the Mediterranean Station are to take in only three months' biscuit. Ships that cannot receive five months' provisions are to take as much as they can stow.

Ships for Home or Channel service are to take on board three months' provisions, unless otherwise ordered: but if intended for any service likely to keep them absent from a Victualling Depôt for a longer period, they are to take on board as much as they can stow.

38.

When a cable is cut, slipped, or parted.

If a cable shall be cut, or slipped, (which is never to be done while there is a possibility of weighing the anchor, except in a case of emergency for the purpose of chasing an enemy, or when necessary for the safety of the Ship) or if a cable be parted, the Captain is to use his utmost endeavour to recover the same, with the anchor, immediately the weather and other circumstances will admit of the attempt; if the Ship shall put to sea, the senior Officer left at the anchorage is, if possible, to recover them.

When an anchor or cable is left behind.

If an anchor or a cable shall be left in any Harbour or Roadstead, and the Captain of the Ship to which they belonged shall have no opportunity of recovering them, or, if the attempt shall have been made and proved unsuccessful, he is to report it to the Secretary of the Admiralty, through his Commander-in-Chief if he be serving under the orders of one, and also to the Superintendent of the nearest Dock-yard, detailing all the circumstances under which the loss occurred, and transmitting with the said report a plan of the Harbour or Roadstead, on which is to be marked, as near as possible, the precise spot where the articles are supposed to lie, with any cross marks that may have been taken, or the bearings and distances of the nearest points of land from the spot.

Should there be any probability of recovering the anchor and cable by any further attempt beyond what may have been made by the Captain of the Ship from whence they were lost, the said Captain is, in addition to his report to the Admiralty, if there be an opportunity of so doing, to leave such written particulars with the Consul, or other chief British authority at the place, as may be necessary for the information of the Captain of any of Her Majesty's Ships calling there, who is, if consistent with the service on which he may be employed, required to do his utmost to recover the lost articles. Consul to be informed of articles lost.

39.

The Capstans of Her Majesty's Ships are to be turned round and properly oiled once a week; and when the bars are shipped they are, to prevent accidents, to be invariably well secured and swifted. Capstans.

40.

As cleanliness, dryness, and pure air are essentially necessary to health, the Captain is to use his utmost endeavours to obtain those comforts for the Ship's Company in as great a degree as possible. The Ship is always to be pumped dry, the pump-well is frequently to be swabbed, and a fire let down to dry it (proper precautions being taken to guard against accidents). He is to take care that there is a free passage fore and aft for the water; and those places where, from the trim of the Ship, there may be a lodgment, are to be baled out and dried: in Steam Ships especially he is to take care that every possible means be taken to insure that the air may circulate freely, and that room be left for a man to get down upon the kelson to clear the limbers of all offensive matter that may accumulate. He is, as frequently as he may deem requisite, to examine, himself, the state of the holds, and the lower parts of the Ship, in company with the Surgeon, and if he should not find them perfectly clean and free from obnoxious smells, he is to cause a thorough examination to be made with a view to detect and remove whatever may be likely to engender disease. Cleanliness, &c., enjoined. Pump-well to be frequently swabbed out, &c. Holds to be kept clean and to be examined.

He is to cause an Officer to inspect the Holds, and all parts of the Ship below, every morning, and to report to him whether they are in a clean and well-ventilated state or otherwise. Daily inspection of the Ship.

The holds are to be whitewashed every six months, or oftener if necessary. Holds to be whitewashed.

In line-of-battle Ships and Frigates, if the weather should prevent the ports from being opened for a considerable time, fires are to be made in the stoves, and by means of them and of windsails the lower decks are to be kept as dry and as well ventilated as possible. Stoves to be used to dry the lower deck when necessary.

He is to see that the men are properly clothed, in the established uniform, according to the nature of the climate in which they may be serving,—that their hair is properly cut, and clean,—and that they are, generally, cleanly in their persons and dress. They are never to be suffered to remain in wet clothes, or sleep in wet bedding, when it can possibly be avoided. Clothing of the men.

The Ship's Company's bedding is to be aired once a week when the weather will permit, each article being exposed separately to the air by being tied up in the rigging or upon girt-lines. Twice in every year their blankets are to be washed with soap, in warm water; and once a year the bed-tickings are to be washed, and the hair beaten and teazed before it is replaced. Bedding to be washed and aired.

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41.

Ship's Company to be divided into divisions.

The Captain is to divide all the Ship's Company, exclusive of the Marines, into divisions, and appoint a Lieutenant to command each division, who is to have under his orders as many Sub-Lieutenants and Midshipmen as the number on board will admit. He is to take especial care that the Officer in charge of a division conforms in every particular with the directions contained in Article 21, at page 356, of these Instructions.

42.

Inspection of clothing and bedding.

Issue of clothing.

Lists to be examined.

Issue of clothing to boys.

Large issues of clothing not to be sanctioned.

Responsibility of Captain.

The Captain is to give directions for the inspection of the men's clothing and bedding, by the respective Officers of division, before and after each issue of clothing materials, or oftener if necessary,—taking care that the inspections are so conducted as not to be unnecessarily irksome to the men. The general issue of clothing is to take place every month, and the Officers of divisions are to prepare lists, specifying the quantities required by each man,—entering the men's names thereon, consecutively, as they stand on the Ship's books. The lists are to be delivered to the Captain, for the Paymaster, in time for the latter Officer to satisfy himself that the value of the articles required by each man will not, even in the case of a new entry, bring the individual in debt to the Crown more than the amount of two months' pay; and subsequent issues are to be so regulated as to leave a balance in the man's favour.

The issue of clothing to Boys is to be so regulated that they may generally be kept clear of debt; and the charges against them are not to exceed the amount which will be covered by their pay at the expiration of eight months from the time of their joining the service.

Large issues of clothing to any one man, whereby his wages are dissipated and many irregularities arise, are not to be sanctioned by the Captain; but he is to assure himself, before approving the divisional Officer's list, that the articles demanded are really necessary for the man's use and comfort,—remembering that he will be held liable to reimburse the Crown should any one under his command, on quitting the service, be in debt beyond the extent authorized by the foregoing Instructions and those relating to pay.

43.

Moustaches and beards.

The Officers, Petty Officers, and Seamen of the Fleet are not to wear moustaches or beards. Moustaches, but not beards, may be worn by the Officers and Men belonging to the Royal Marine Corps.

44.

Requisitions from Governors, &c.

The Officers in command of Her Majesty's Ships are to pay due regard to any requisition which may be made to them, in the absence of the Commander-in-chief, from the Governors and other British Authorities within the limits of the Station on which they are employed, for their co-operation and assistance on any necessary service, whether it be for the protection of Her Majesty's Possessions, or for the benefit of the trade of Her Majesty's subjects, or otherwise, so long as the same does not interfere with or infringe any instructions they may previously have received from a superior Naval authority, it being of course a general obligation on all Her Majesty's Civil and Military Officers to afford

mutual aid and assistance to each other in all cases affecting the welfare of the Queen's Service. In any very urgent case, where requisitions made by Governors or other authorized persons may interfere with the instructions under which the Officers in command of Her Majesty's Ships are acting, the commanding Naval Officer on the spot must, in the absence of the Commander-in-chief on a part of his Station too distant to admit of reference being made to him in the first instance, very maturely weigh and consider the relative importance and urgency of any such required service, as compared with that directed by his instructions, and he must then act, with regard to complying with or refusing such requisition, as his judgment shall point out to be right,—always recollecting the very heavy responsibility he will incur by an infringement of the orders of the Superior Naval authorities, unless the urgency of the case shall most fully warrant it.

45.

Visiting foreign ports

Deference to be shown.

The Captains of such of Her Majesty's Ships as visit Foreign ports or places are to take especial care to avoid all possible cause of offence or dissatisfaction to the official authorities or to the inhabitants; and they are to cause all those under their orders to show due deference to the established rights, ceremonies, customs, and regulations of such places, and to conciliate, as far as possible, the good will and respect of the inhabitants.

46.

Ship to be kept always prepared for battle.

Evening quarters.

When at anchor.

The Captain is to keep the Ship he commands, when at sea, properly prepared for battle, as well in a time of profound peace as during a period of the most active warfare. He is, every evening, before it is dark, to give directions for the quarters to be cleared, and every necessary arrangement to be made preparatory for battle, so that there may be no risk of being surprised, by suddenly meeting, in the night, an enemy better prepared for action than himself. When at anchor in any roadstead or harbour, he is to be constantly prepared to repel any attempts of an enemy to board the Ship, or to destroy her by sending Steam-Vessels or Fire-Vessels against her; but he is to be more particularly prepared to repel such attacks during the night.

47.

Meeting with a Ship of a Foreign Power.

In time of peace, he is not to approach a Ship of War of any Foreign Power, without having his Ship so far prepared for battle that, in case of aggression, he may be immediately ready to defend himself; but he is to do this in such a manner as not to give reasonable cause of offence to such Foreign Ship, or to raise any suspicion of his intending to act hostilely against her, by removing the tompions from the guns, or by exhibiting any other outward mark of preparation.

48.

Guns to be always on board.

Supplies to be kept at hand.

The Guns of her Majesty's Ships employed during peace are, unless under circumstances that cannot be prevented, to be always on board, and as much prepared for immediate action as they would be during war; and an abundant supply of every article necessary for action is at all times to be at hand.

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49.

Gunnery Exercise and Small Arm Drills not to be altered.

It being of the utmost importance that one uniform system of gunnery in all its branches, and of drill in the use of small arms, cutlasses, &c., should be taught and observed throughout Her Majesty's Navy, the respective Flag Officers, Captains, and Officers in command, are not to permit the slightest deviation from the instructions and rules laid down in the books of "Gunnery Exercise," and "Small Arm Drills," issued under the authority of the Admiralty, copies of which will be supplied to each Ship on fitting out; but any alterations that may appear to be necessary are to be communicated to the Secretary of the Admiralty for their Lordships' consideration.

50.

Stations of Officers and Men.

The Captain is, as early as possible, to make arrangements for quartering all the Officers and Men of the Ship, according to the instructions with which he will be furnished for the exercise and service of great guns; and that every one may know his station in time of action, he is to cause a general table containing the names of the Officers and Men, and specifying their respective quarters, to be hung up in some public place in the Ship.

51.

Exercise with Great Guns, Small Arms, &c.

The Captain is to take every favorable opportunity of exercising the Ship's Company in the great gun, small arm, and cutlass drills, and also to land the small arm companies and field-piece crews for that purpose, so that they may be expert in time of action; and he is to see that the Officers and Instructors attend carefully to the drilling of the subordinate officers, men, and boys, in all the details of the established exercises.

52.

Senior Officer to grant permission to practise with powder.

The permission of the senior Officer present is always to be obtained for any practice with powder; and when the Ship carries a Flag or Broad Pendant such permission is not to be asked for, nor is any general exercise to take place without the consent of the Flag Officer or Commodore on board.

53.

Powder, shot, &c., for exercise. *Appendix*, 135.

The Captain may direct the Gunner to supply, quarterly, such proportions of powder, shot, shell, &c., for exercise, as he may deem necessary, not however exceeding the quantities specified in the table given in the Appendix.

54.

Night-quarters.

The Captain is to exercise the crew, by night, at general quarters, once every three months; and all Ships newly commissioned are to fire, at night quarters, within a month after first leaving port.

55.

Practice against an object on shore

Foreign places.

Whenever practice is made against an object on shore the concurrence of the resident authorities is to be previously obtained, if there are any inhabitants in the neighbourhood; and the Captains of Her Majesty's Ships are, in foreign ports and places, before exercising with powder, to ascertain that, by so doing, they would not infringe any local regulations, nor afford any cause of complaint to the authorities.

56.

The powder, shot, shell, and small arm cartridges are not to be fired away at one or two exercises; but the allowance of each is to be divided into such proportions, and so used at different times, as to keep the men in constant practice; and, whenever it is practicable, all Ships are to fire at least half the ammunition allowed for exercise, at sea, working round a target.

Allowance of Ammunition for practice to be used at different times in each quarter.

57.

The quantity of powder, shot, shell, and small arm cartridges, actually expended at each day's exercise, is to be inserted the same day in the Log-book, and the entry is to be signed by the Commander, or (where there is no Commander) by the senior Lieutenant and Gunner in proof of its correctness; and any expenditure for exercise exceeding the quantities authorized by these instructions will be charged against the Captain, unless, from the nature of the service on which the Ship may be employed, the Admiralty, a Commander-in-chief, or senior Officer should be induced to order more frequent exercises, involving a larger expenditure, in which case a copy of such order is to accompany the Gunner's expense book for passing his account.

Ammunition, &c., expended to be inserted in the Log Book.

If unauthorized quantities are used.

58.

The Captain is not to suffer the quantity of powder and shot on board, with a proportion of shells, to be decreased by exercise or salutes, below 30 rounds for each broadside gun, and 150 rounds for each revolving gun in the Ship, independent of what may probably be required for Signal purposes.

Ammunition not to be reduced to less than thirty rounds for each broadside gun, and 150 for each revolving gun.

59.

As little powder as possible is to be kept on deck or out of the magazine, and when there is a necessity for any to be on deck, care is to be taken that it be properly secured from accident. Rockets and other combustible materials are to be secured in some place remote from the probability of ignition.

Powder not to be kept out of the magazine

Care of rockets, &c.

60.

The Captain of any one of Her Majesty's Ships fitting out, is, on no account whatever, to omit taking on board the whole of the shot, shell, and charges allowed for each gun in the Ship, as well as the spare powder and all other descriptions of ammunition, and of Gunner's stores, according to the establishment which will be furnished for his information from the Military Store Department; and he is also enjoined to avail himself of every proper opportunity of replenishing such shot, shell, ammunition, and stores, so that his Ship may be ready for war service at any moment.

All shot, shell, allowed to be always taken on board on fitting out.

Every opportunity to be taken for replenishing ammunition.

61.

The Officers of the Dock-yard where a Ship is ordered to be put in commission, are to report to the War Department the number of cases or barrels that can be stowed in her magazines, and a duplicate of such report is to be furnished, under the direction of the Superintendent, to the Captain of the Ship. If it be found afterwards that the full number reported cannot possibly be taken, or if the magazine will hold more than the Dock-yard Officers reported, or than is allowed by the establishment, the Captain is forthwith to communicate the particulars to the Admiralty, through his Commander-in-chief, with any suggestions he may have to offer thereon.

Stowage of magazine.

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62.

Weight, &c., of guns to be always stated.

The Captains of Her Majesty's Ships are to be careful that, in all their communications relative to naval guns they are correctly specified by weight, length, calibre, inventor's name, &c.

63.

Painting of guns or carriages.

When guns or carriages are shipped in the first instance, or landed for examination or repair, they will be painted with two coats of paint in the Military Store Department; the third coat is to be given on board from the Ship's store, for which purpose paint is furnished. A coating of coal-tar is never to be applied to gun carriages while on board Her Majesty's Ships, instead of paint, such substance being detrimental to the carriages.

64.

Metal covers for hammers not to be polished. Elevating screws.

The metal covers for hammers and sights are to be painted, and never to be polished bright. The elevating screws are to be cleaned with oiled rags only.

65.

Examination of powder.

The respective Officers of the War Department, in charge at those stations where there are laboratory establishments, will give proper attention to such applications as may be made to them, by the commanding Officers of any of Her Majesty's Ships, in respect to the examination and airing of powder; but it is to be observed that the stowage of powder in flannel cartridges, and packing them in air-tight metal-lined cases, has not only made the process of examination and airing much less needful than before, but may render an officious and frequent opening of the cases a great evil,—causing the defect it is proposed to remedy: it is for this reason that the cases should not be opened, except for service, unless there may be good grounds for believing that the powder has been injured.

Extra pay will be granted to those employed as above.

Where the means of the War Department may not be sufficient, and application is made to the Captain for persons to assist in the examination and airing of powder, the Gunner, and others so employed, will be allowed extra pay at such rates as may from time to time be established by the War Department, to be paid to them, by the Military Storekeeper, on vouchers signed by the Captain and Gunner of the Ship.

66.

Military Storekeeper to be informed when the Ship is ready for her armament.

Timely notice, in writing, is to be given by the Captain, to the Military Storekeeper, on every occasion on which the Ship is ready to receive or land her guns, shell, shot, powder, or other heavy stores.

67.

Ordnance Stores to be always examined when received.

On receiving on board the Ordnance and Ordnance Stores the Captain is to cause the guns and their carriages, the muskets, cutlasses, and other weapons, to be carefully examined, and is to inform the Military Storekeeper of such as shall appear to be defective, or not fit for service, that they may be exchanged; but if there shall appear any manifest indication of neglect, he is to report it to the senior Officer present, who, if necessary, will represent it to the Admiralty. He is to be careful that the trucks of all the gun-carriages be frequently taken off, and the axle-trees thoroughly cleaned and dried, but not scraped.

68.

At Stations where there is an Inspector of Warlike Stores, all new guns are to be examined by him after every 100 rounds with projectiles; guns that have been re-vented are to be examined after every 50 rounds. Officers commanding Her Majesty's Ships are, when the exigencies of the Service permit, to call upon the Military Storekeepers to make requisitions on the Inspectors of Warlike Stores to perform this duty. At Stations where there are no Military Storekeepers, the necessary requisitions are to be made on the Officer Commanding the Royal Artillery in the District, who will depute a competent person for the purpose; and where there are neither Military Storekeepers nor Royal Artillery Officers, the examination must be made by a Gunnery Officer and a Gunner. Returns of such examinations are to be rendered to the 31st of December of each year, addressed to the Secretary of State for War, and marked, "For the Inspectors of Artillery, War Office, London." Commanding Officers are to take care that the Gunners of their respective Ships keep an accurate register in the Form supplied by the War Department, of the number of rounds fired from each gun, specifying whether with or without shot; and on any gun being returned into store, one of the said Forms properly filled in with the number of rounds fired from the gun previous to its being supplied to, and during the time of its being on board the Ship, must be delivered to the Military Store Officer into his charge the gun is returned.

Examination of guns.

Register of rounds fired by each gun to be kept.

The form of the annual return herein referred to, and instructions relative to the inspection of guns, will be found in the book of Gunnery Exercise.

Annual return.

69.

Great care is to be taken in stowing and moving Dell's metallic powder cases, and the metal-lined cases, so as to prevent their being damaged, as the commanding Officer will be held responsible for any injury done to them.

Care of Dell's powder cases.

70.

The attention of all Officers in command is called to the necessity of exercising the magazine men on board Her Majesty's Ships, which is to be done occasionally with powder, to the extent of the number of leather cartridge cases supplied, from which, with due caution, no danger can possibly arise.

Magazine men to be exercised.

71.

The Captain is to report to the Secretary of the Admiralty, through his Commander-in-Chief, any accident that may happen with great guns, small arms, or shells, stating the charge of powder used, and also the supposed cause of the accident. The particulars of such accidents are also to be inserted in the half-yearly Gunnery Returns.

Accidents with guns, small arms, &c., to be reported.

72.

In exercising copper-vented guns, without tubes, the hammer of the direct action lock is never to be struck on the vent without the point of the hammer being covered with a leather cap, or a shield placed over the vent.

Copper-vented guns.

73.

When saluting, the Captain is to take care that all the precautions mentioned in Article 43, at page 375, of these Instructions, be duly observed.

Precautions when saluting.

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74.

Ships coming into harbour at the Home Ports with their powder on board.

No Ship-of-war, having powder or live shells on board, is to enter the harbours at any of the Home Ports (Woolwich, the Nore, Portsmouth, and Plymouth) without the permission of the Commander-in-chief or senior Officer present, which is not to be granted except when the Ship is coming in for the purpose of coaling, or some other temporary object not likely to detain her beyond 96 hours; and, to guard against accidents, the magazines of such Ship are not to be opened during her detention in harbour.

75.

Places to take on board or remove powder, &c.

Powder and live shells are to be taken on board, or, when coming into harbour, removed from, Her Majesty's Ships, at the following places, unless ordered otherwise under special circumstances; namely—

Long Reach in the Thames;	Spithead;
The Nore, or at Blackstakes;	Plymouth Sound.

76.

No lights to be allowed when receiving or discharging powder.

Steam Ships.

On all occasions of receiving or discharging powder or live shells, the smoking of tobacco is prohibited; the fires and lights are to be put out before the powder or shell vessel be suffered to come alongside the Ship, except the light in the light room, and, with the sanction of the senior Officer present (which will only be granted in very urgent cases), the fires in the engine rooms of steamers.

77.

Fires in engine-room when receiving or removing powder.

When, from necessity, powder or live shells are being discharged from, or received on board, a steamer with her fires lighted in the engine-room, the vessel conveying or receiving the same is to be placed to windward of the funnel; and, in case of the steamer swinging, the hatches of the vessel are to be put on, and covered with tarpaulins, until she can be removed to a safe and proper position.

78.

Not to remain alongside a Dock-yard with powder on board.

On no occasion is a ship with powder or live shells on board to go into a Dock or Basin, or to remain alongside a Dock-yard, Victualling-yard, or Ordnance Wharf.

79.

Vessels laden with powder.

Her Majesty's Ships (steamers especially) are not to approach too near to powder Magazines, or to vessels laden with powder, the latter of which are distinguished by a red flag at the mast-head.

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80.

III. The Master of the Lighter is to be furnished with a memorandum showing the number and nature of both live and dead shells put on board, for delivery to the Officers at the Gunwharf.

81.

The Captain is to take every precaution for the security of the Ship against fire, and to establish general regulations for the duties to be performed by the Officers and men, should any fire take place, either during action or at any other time. He is not to allow lights to be used in the orlop, or cable tiers, or store-rooms, except in good lanterns; nor candles to be stuck against the beams or sides in the holds or other parts of the Ship; nor lights to be kept in the Officers' cabins, except at seasonable hours and on proper occasions; nor phosphorus, nor any other substance or liquid susceptible of spontaneous ignition, to be on board in the private possession of any one. He is to direct the Carpenter to be careful that the lead or copper sheathing of the holes through which the funnels pass be kept in perfect repair. Precautions to be taken to guard against fire.

When Dock-yard or other Artificers are employed on board, he is to take care that all the lights in those parts of the Ship in which they may have been used by them are extinguished before they quit their work, and he is to cause an Officer to go round, who is to report to the commanding Officer that this has been done. Dock-yard or other artificers employed on board.

He is, moreover, enjoined never, on any account or pretence, to allow spirituous liquors, varnishes, or other inflammable stores of whatsoever kind or description, to be drawn off, or moved from any cask, vessel, or package in which they may be contained, anywhere but on the upper or main deck by daylight; but should any occasion make it essentially necessary to draw off or move spirits, or any inflammable stores, on the upper or main deck by night, he is to take care that such lights as it may be requisite to use be in Davy's Safety Lamps, and kept as far from the spirits or stores as possible; and no other lights, except those in Davy's Lamps, are ever to be used in the holds in which inflammable stores are kept. When a spirit cask is emptied a quantity of salt water is immediately to be poured into it. No lights whatever are to be used in the spirit rooms of Her Majesty's Ships. Spirits or inflammable stores. Davy's lamps.

82.

The following regulations are to be observed with regard to smoking on board:— Regulations with regard to smoking.

1. The Ship's Company are to be allowed to smoke on the main deck, abaft the galley, and before the main-mast during meal hours, and, after quarters, from 6 o'clock to 8 o'clock P.M. In flush-decked vessels, the men may smoke on the upper deck only, before the main hatchway, on one side. Ship's Company.

The Officers are to be allowed to smoke, within the hours prescribed above, on the middle or main deck, between the guns, abaft the main-mast, and before the after hatchway: in flush-decked vessels before the main-mast, on the opposite side to the Ship's Company. Officers.

Smoking in the boats of Her Majesty's Ships is prohibited, when on duty or otherwise, unless when such boats are detached for any length In boats.

of time on service, in which case, smoking may be allowed within the hours prescribed above.

In the public streets.

All Officers when on shore in uniform, are prohibited from smoking in the public streets.

Persons under 18 years of age.

Officers under 18 years of age, and Boys, are not to be allowed to take up tobacco, or to smoke either on shore or afloat.

Tobacco allowed to be taken up.

On the Home Stations, tobacco is to be served out once a month, and abroad every one, two, or three months as the Captain may direct; the quantity is not to exceed one pound per month for each person on a home Station, and two pounds per month for each person on a foreign Station, and if not taken up by the individual at one serving, it is not to be issued to him, in addition, at any subsequent serving; nor is it to be supplied to any person who is not in the habit of using it.

Ships alongside Dock-yards, &c.

The Officers and Crews of Ships detained alongside Dock-yards, Wharfs, or Jetties, may be permitted to smoke on board, at the hours and places sanctioned by the foregoing regulations, but this indulgence is not to extend to those in Ships in the Docks or Basins, without the written sanction of the Superintendent of the Establishment.

83.

Ship's Steward, &c., not to be employed in any work unconnected with their special duties.

To enable the Ship's Steward, Steward's Assistant, and Boy, to give their undivided attention to the special duties required of them, and to ensure the punctual execution of those duties at all times, they are never to be required to assist in the navigation of the Ship, or in any other work unconnected with the special duties of their respective ratings, unless any very urgent necessity should arise rendering it indispensable that they should be diverted for a time from their proper employment; but, like all other persons, they are to have a station and duties assigned to them at General Quarters, and are to be required to attend at their station, and to perform the duties appertaining thereto, whenever the Ship is cleared for action or general exercise at quarters.

To be stationed at General Quarters.

84.

Instruction of the young gentlemen in Ships without Naval Instructors.

To afford the young gentlemen of such of Her Majesty's Ships as may be without Naval Instructors every possible means for acquiring a competent knowledge of the principles and practice of Navigation, the Captains or Officers in command of such Ships are to encourage and afford facilities to the Masters or Second Masters thereof to undertake this important and useful task, and the usual allowance for the instruction of Acting Sub-Lieutenants, Midshipmen, and Naval Cadets is to be paid to the Master or Second Master affording such instruction, on the certificates referred to in Article 9, at page 215.

85.

Course of instruction to be adopted to improve the Midshipmen, &c., in seamanship and professional knowledge.

With a view to improve the Midshipmen, Naval Cadets, and Masters' Assistants in Seamanship and professional knowledge, it is desirable that the following course of instruction should be observed in all Her Majesty's Ships, and diligently pursued, under the inspection of the Captain, during the whole period of the commission.

1. The Midshipmen, Naval Cadets, and Masters' Assistants, should be excused from watch keeping between the hours of 8 A.M., and 4 P.M.,

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as much as the service will allow; but they should be present on all occasions of general exercise, or when rigging, or staying masts, setting-up rigging, getting-up masts and yards, or any anchor work or manœuvre not commonly performed, takes place.

II. The forenoon, from 9·30, or from the forenoon inspection, to 11·30, should be employed in studying under the Naval Instructor.

III. From 11·30 to noon, whether at sea or in harbour, should be employed under the Naval Instructor, in observing the Sun, and acquiring proficiency in the use of nautical instruments.

IV. From 2 to 4 P.M. should be devoted to practical instruction in seamanship, gunnery, and, occasionally, the steam engine (if a steam ship).

Progress book to be kept.

A progress book is to be kept in every Ship, viz., by the Naval Instructor, the Gunnery-Lieutenant, and by the Warrant or Petty Officer appointed to superintend the instruction in Seamanship, and this book should form a guide for filling up the half-yearly returns of the proficiency of Midshipmen, Naval Cadets, and Masters' Assistants.

The course of instruction in general practical knowledge respecting a Ship, and in seamanship, is to be arranged as follows:—

1st Instruction.

First Instruction.

I. To have a knowledge of all the different parts of the hull of a Ship-of-war; to understand the principles on which she is constructed; also the method of constructing masts and yards.

II. To know the names of all the standing rigging, and the different parts of the sails, and the use of each part.

III. To make all the knots and hitches used at sea, which are made without unlaying the strands of a rope; and to describe the purposes for which they are generally used.

2nd Instruction.

Second Instruction.

I. To be able to pull an oar; to steer; and manage a boat under any circumstances.

NOTE.—As Ships at sea have not the means of instructing young Officers in the practical management of boats, this part of the instruction should be particularly attended to when the Ship is in harbour.

II. To be able to describe all the flags used for signals.

III. To be able to heave the log, box the compass, and mark the leeway; to understand the use of the hand and deep sea leads, and the marks on the lines; and to heave the lead.

3rd Instruction.

Third Instruction.

I. A practical course of knotting, splicing, cutting-out, fitting, placing, and setting-up rigging.

II. The relative position of the whole of the standing rigging of the bowsprit, masts, yards, &c.

4th Instruction.

Fourth Instruction.

I. Stowage of holds and provisions.

II. Position and arrangement of all the stores.

III. The general internal arrangement of a man-of-war, as relates to berthing, messing, watching, and stationing Men, and the particular

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duties usually assigned to the several Officers and Petty Officers with regard to the different parts of the Ship.

5th Instruction.

Fifth Instruction.

I. Method of reefing, furling, setting, taking in, shifting, and making up any sail.

II. Shifting topsail, and top-gallant yards and masts.

III. The fitting and lead of all running rigging.

6th Instruction.

Sixth Instruction.

I. Knowledge of the method of rigging sheers for stepping lower masts or bowsprit, getting in lower yards, slinging and sending up tops, caps, and crosstrees, shifting topmasts and jib-boom.

II. Stowing and securing boats, booms, and anchors, and the gear used in stowing them.

III. To understand the use of chain and hemp cables, messengers, nippers, and stoppers; getting on board, shackling or clenching, bending and biting a cable; to know the names of the different parts of an anchor and a capstan.

7th Instruction.

Seventh Instruction.

I. The methods of steering a ship, the effect of the water upon the rudder, and that produced on the helm by altering the trim of a ship, or by getting stern-way, or by altering the sails. The method of making a jury rudder.

II. The effect of the wind on the sails in turning a ship. The direction of its pressure upon the masts. How a ship is balanced by the sails, and the general principles of manœuvring a ship.

III. Anchoring, weighing, mooring, unmooring, and clearing hawse; keeping a ship clear of her anchor at single anchor; laying out bower, stream or kedge anchors in boats or on rafts.

Midshipmen should, in fine weather, during the daytime be instructed, by the direction of the Captain, under the Officer of the Watch, in manœuvring the Ship.

86.

Instruction of Seamen and all Boys by the Seamen's Schoolmaster.

Any Petty Officer, Seaman, or Marine who may wish to avail himself of the instructions to be derived from the Seamen's Schoolmaster is to be allowed to do so, and *all* the Boys of the Ship are to be taught by him. Arrangements are to be made by the commanding Officers of Her Majesty's Ships so as to allow the Men and Boys to attend for the said purpose, as far as may be permitted consistently with the proper discharge of the duties of the Ship.

87.

Person doing the duty of Seamen's Schoolmaster to receive extra pay.

In any Ship where no Seamen's Schoolmaster is serving, and where there are not, on an average, fewer than ten men and boys to be instructed, the Captain, or Officer in command, may direct any competent person who may be willing to perform the duties, to undertake them, and for so doing such person shall be entitled to receive pay according to the rate specified in Article 56, at page 212, of these Instructions,—the certificate therein referred to being inserted in the Ship's Pay Book.

88.

The Captain is to be particularly careful that all the returns he makes of the condition of the Ship, the quantity of stores, provisions and water, and of the number of Officers and Men on board, are perfectly correct; that the number of Officers and Men reported to be in each class is the number actually borne and serving in that class; and that every Supernumerary is included in the report. If Supernumeraries of any description, except those belonging to other Ships, be borne without special authority, or be retained on the books unnecessarily, he will be charged with the amount of their wages and provisions.

Care to be taken in the returns of the condition of the Ship, stores, &c.

89.

The Captain, as soon as possible after commissioning a Ship, or on arrival from sea, is to send an Officer to the Commander-in-chief's Flag Ship to copy the written orders of the Port or Station; and the standing and printed order books of ships falling in with each other, are, whenever practicable, to be compared, and corrected to the latest date.

Written Station orders to be copied.

Order books to be compared on ship's meeting.

90.

By occasional and proper opportunities the Captain is to send particular accounts of his proceedings, accompanied by a return of the state and condition of the Ship, to his Commander-in-chief or other superior Officer under whose orders he may be placed, or, if he be not under the orders of one, to the Secretary of the Admiralty; reporting also, all circumstances that may have occurred, and all intelligence he may have obtained worthy of notice.

Proceedings of Ship to be reported, &c.

Appendix, 84.

Intelligence.

91.

If a Captain shall obtain intelligence which he shall think it necessary to send to his Commander-in-chief, or to any Ambassador or other Minister, or to any Squadron or Ship, or to any Army or Fortress of Her Majesty or her Allies, and he may not have with him any of Her Majesty's Ships by which he can send it; he is to hire for that purpose, on the most reasonable terms possible, such fit private Vessel as he may be able to procure, with the Owner of which, or with the Master if the Owner be not present, he is to make an agreement, in writing, in which is to be particularly specified all the service the Vessel is to perform, and the rate at which she is to be paid for performing it; but Captains are charged not to hire Vessels for this purpose, unless the intelligence they obtain be of such urgent consequence as to justify the expense that would be incurred by sending it; and if it be of sufficient consequence to justify its being sent, they are to be extremely cautious to whom they intrust the conveyance of it.

Hire of Vessels for conveying intelligence.

92.

The Captain is to take care that no British Merchant Seamen are received on board while serving on a Foreign Station, as prisoners under charges preferred against them, unless the witnesses necessary to substantiate the charges accompany them, or some equally certain means are adopted for insuring their appearance, on the arrival of the prisoners at the place where they will be handed over to the civil power.

British Merchant Seamen, &c., received as prisoners.

93.

Officers in command are to bear in mind that, by the 52nd section of the Act 16th and 17th Victoria, chapter 107, Her Majesty's Ships are,

Ships of War liable to be searched by

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Officers of the Customs, the same as Merchant Vessels.

for the protection of the Customs, liable to such searches as Merchant Vessels are liable to, and that the Officers of the Customs may freely enter and go on board such Ships in the performance of their respective duties; and further that the Ships of War belonging to Her Majesty are subject to such Customs regulations as may be issued by the Lords Commissioners of the Treasury, from time to time, in respect of them.

Persons liable to detention.

Commanding Officers are enjoined to observe also the provisions of the 237th section of the Act referred to, requiring them to place in security on board the Ship any person or persons, being part of the crew, who shall be liable to detention under any law relating to the Customs, until the detaining Officer shall have obtained a warrant from a Magistrate for bringing such person or persons before him, to be dealt with according to law.

94.

A statement to be furnished of goods on board on arriving from abroad.

When any one of Her Majesty's Ships, having on board any goods laden in parts beyond the seas, shall arrive at a Port in the United Kingdom, the Officer in command of such Ship, before any part of the goods be taken out of her, or when called upon so to do by any Officer of the Customs, is to deliver an account, in writing, under his hand, to the best of his knowledge, of the quality and quantity of every package or parcel of such goods, and of the marks and numbers thereon, and of the names of the respective shippers and consignees of the same, and he is to make and subscribe a declaration at the foot of the account declaring to the truth thereof; and he is also truly to answer such questions concerning such goods as shall be put to him by the Collector or Comptroller, or their deputies, observing that, on failure thereof, he will be liable, under the 52nd section of the Act referred to in the foregoing Article, to a penalty of one hundred pounds.

95.

Officers smuggling.

If the Captain shall at any time discover an Officer smuggling, or attempting to smuggle, or that any Officer has received on board liquors or other articles for the purpose of smuggling them, he is to acquaint the senior Officer present, for the information of the Admiralty, that such steps may be taken as conduct so injurious to the public, and so disgraceful to an Officer, shall require. And if any person under his command shall be detained for a breach of the Customs laws or regulations, he is to communicate the particulars to the senior Officer present, for the information of the Admiralty.

Any breach of Customs laws to be reported.

96.

Custom House Officers to be given every assistance.

If Officers of the Customs be sent on board, in consequence of information of there being in the Ship an improper quantity of wine or spirituous liquors, or any other article liable to the payment of duties, the Officer in command of such Ship is to give them every possible assistance in discovering the articles, if they be really on board.

97.

Not to be ill-treated;—to be provided with bedding, &c.

When Officers of the Customs are sent on board they are to be allowed to execute their duty, without suffering any obstruction or ill-treatment: and if the duty on which they are sent require their remaining on board more than one day, the Captain is to order them to

be borne as supernumeraries for victuals, and to be victualled according to the regulations of the service, at full allowance; and he is to direct a hammock and a bed to be lent to each of them, during their continuance on board, and a berth to be prepared for them, with proper screens, in such situations as may be best calculated to enable them to perform their duty.

98.

No man or boy to be discharged without proper authority.

The Captain is not to discharge any man or boy from the Ship's books, without the authority of the Admiralty or of his superior Officer, except for one of the following reasons, namely,—death, desertion, preferment into some other ship, unfitness for the service determined by survey, not returning from Hospital or Sick Quarters within the prescribed time, being sent to assist in navigating Merchant Ships, by sentence of Court Martial,—and, temporarily, while undergoing imprisonment under summary committal; in the last-mentioned case the Act under which the individual is committed, the prison to which he is sent, and the term of his sentence, are to be noted on the books; in other cases, the cause of discharge is to be fully mentioned in the books, and in all pay documents appertaining to the person discharged.

99.

On application for the removal of an Officer, his conduct is always to be stated.

No application for the discharge or transfer of an Officer from the Ship to which he belongs, nor for such leave of absence as might render his return improbable, is to be entertained unless the Captain shall certify on the application that he is satisfied with the conduct of such Officer; and in every application for survey on an Officer with a view to his being invalided (as well as for his discharge or transfer), the Captain is to certify that the request is not made for the purpose of removing him from the Ship in consequence of any misconduct on board.

100.

Exchange form one Ship to another.

When application is made for the discharge of Officers, men, or boys, or for their exchange from one ship to another, the Captain of the Ship to which they belong, on forwarding such application to the Commander-in-Chief, (and in case of exchanges, the Captain also of the Ship they desire to join,) is to state therein that he has no objection to the request being complied with, but if he has an objection he is to state on what grounds.

101.

Officers absent when about to sail.

If any Officers be absent from the Ship, when a Captain receives orders to sail, or to hold himself in readiness to sail, he is to send their names to the Commander-in-chief, or senior Officer present, or (where there is no senior Officer) to the Secretary of the Admiralty, with such information respecting their absence as he may be able to give, that, if it shall be thought proper, other Officers may be appointed in their stead.

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A Captain removed to another ship may take subordinate Officers and Men exchanging others for them.

When a Captain is removed from one ship to another, and his wish can be complied with without inconvenience to the service, he may take with him such number of subordinate Officers and Men as the Commander-in-chief may deem proper, according to the nature of the case, not, however, exceeding, in any instance, twenty men from a Line-of-

Battle Ship, and in proportion from other Ships, of whom not more than a third are to be Petty Officers, in addition to his Coxswain, Steward, and Cook; and he is to discharge from the Ship, to which he is removed, to that which he leaves, the same number of subordinate Officers and men, corresponding in ratings with, and equal in quality to, those accompanying him, as may be arranged between the two Captains, or in the event of their differing, reference thereon is to be made to the senior Officer present, and if no senior Officer be present, then to the Commander-in-chief or commanding Officer of the station. But if he be removed from one ship without being appointed to another, his own Steward and Cook only may be discharged to accompany him.

103.

Discharge of continuous service men and boys by purchase.

Petty Officers, Seamen, and Boys, who have not completed their engagement for continuous service, may, in certain cases, be permitted to receive their discharge on paying the sums specified in the following scale, together with whatever sum they may be in debt to the Crown at the time of their discharge; but it is to be understood that neither men nor boys are to be considered as entitled to claim their discharge by purchase, unless from peculiar circumstances, which are always to be clearly explained, the Admiralty should think fit to sanction the same when requested: Officers in command are therefore to be careful not to forward applications for discharge by purchase without due consideration, and being fully convinced that the applicants have good and substantial reasons for seeking their discharge, and more especially that their conduct has been satisfactory.

Amount of purchase money.

Scale at which Continuous Service Men and Boys will be allowed to purchase their discharge under the foregoing circumstances and conditions:—

§ I. PETTY OFFICERS, SEAMEN, ETC.

Under 5 years' service in man's rating	£12
After 5 and under 7 years ditto	10
After 7 and under 9 years ditto	8
After 9 and under 10 years ditto	5
After 10 years and upwards, from the age of 18, ditto	Free.

Men who are entitled to wear Good Conduct Badges will be allowed a reduction of 2/ upon the foregoing rates.

§ II. BOYS.

Under 3 years' service	£8
After 3 years' and under five years' service	10
After 5 years' service	12

No man or boy is to be discharged by purchase without the authority of the Admiralty, nor until the Accountant-General of the Navy shall have intimated to the Captain of the Ship to which the applicant belongs the amount of purchase money to be required.

Return of

One-third of the Purchase Money will be returned to men who have served in man's rating over Five, and less than ten years in the Royal Navy.

No portion of the Purchase Money will be returned to men who have served ten or more years.

Any Bounty received by a Seaman re-entering is to be deducted from the sum he would be entitle to receive under the above Regulations.

All applications for the re-payment of a portion of Purchase Money must be made to the Accountant-General.

104.

Petty Officers, Seamen, Marines, and Boys, in Hospital at home, on the Ship to which they belong sailing for a Foreign Station, are, under the direction of the Commander-in-chief or senior Officer present, before such ship proceeds to sea, to be marked "D.S.Qy.?" on the books, and discharged to the Flag Ship at the port nearest to the Hospital, as supernumeraries for victuals only, (but not with their original entry and charges,) and they are to be checked sick on the Flag Ship's books until their return from the Hospital, or until they are otherwise disposed of, —the vacancies so occasioned being, as far as possible, filled up before the ship sails.

Petty Officers, Seamen, Marines, and Boys, in Hospital at home to be "D.S.Qy.?" on sailing for a Foreign Station. To be borne in Flag Ship.

Care is to be taken to insert in the lists sent to the Flag Ship of such men and boys, the date on which they were checked to the Hospital, in order that they may be discharged from off the books at the proper time, according to circumstances, as directed in the Regulations in force on that head; and the date of their allotment also is to be noted, if they have one in force.

Lists for Flag Ships.

On transferring men or boys to a Flag Ship's books, under the foregoing instructions, the Captain of the Ship from whence they are so transferred, is, before sailing from the port, to acquaint the Superintendent of the Hospital, by letter of the date when, and the name of the Ship to which, such men and boys have been respectively discharged, so that the necessary notations may be made by that Officer on the pay documents.

Information to Hospital authorities.

105.

Petty Officers, Seamen, and Boys, belonging to ships that have sailed for Foreign Stations, are, on being sent from the Hospital to the Flag Ship, to be borne for disposal; Marines are to be sent to the nearest Divisional Head Quarters; but Stewards, Servants, and Bandsmen are to be discharged to the shore, unless a written request shall have been left by the Captain, with the Commander-in-chief or senior Officer, to have them sent out to rejoin their Ship, when recovered, by any opportunity that may offer of affording them a passage in one of Her Majesty's Ships.

Petty Officers, & returning from Hosp after their Ships have sailed.

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Inquests.

107.

When it may be necessary to hold an inquest touching the death of any person on board, and belonging to one of Her Majesty's Ships, the Admiralty Coroner, if the Ship be within his jurisdiction, is to be acquainted by the Captain, with the circumstances,—care being taken to have all the witnesses in attendance at the time the Coroner may appoint for holding the inquest: if the Ship be not within the jurisdiction of an Admiralty Coroner, then the inquest may be held by the Coroner of the district; but in neither case is any Officer or man in actual service and full pay of the Fleet to be called upon to serve as a juror on these inquiries. The result of the inquest is to be immediately reported, by the Captain, to the Commander-in-chief, or senior Officer present, for the information of the Admiralty.

Addresses of Officers to be reported.

Appendix, 102.

108.

On every occasion of Officers of any rank being paid-off or discharged, a return is to be made to the Admiralty, through the Commander-in-chief, or senior Officer present, of their respective addresses or intended residences. Officers arriving from Foreign Stations, invalided, on promotion, or otherwise, are not to be permitted to leave the ship without reporting their addresses.

Deserters from other Ships.

Deserters from the Army, Royal Marines, or Militia.

109.

If the Captain shall at any time discover in his Ship's Company deserters from other Ships, he is forthwith to report the same to his Commander-in-chief or senior Officer, or if he be not under the orders of one, to the Secretary of the Admiralty; or he is to send them to their proper Ships, if they be present, and the directions of the senior Officer, or of the Admiralty, for their disposal, cannot be obtained without creating delay. In the event of any of the crew being discovered as deserters from the Army, Royal Marines, or Militia, information thereof is to be immediately forwarded to the Commander-in-chief or senior Officer, or to the Admiralty, as above directed, with a description of their persons, and every particular likely to lead to their identification. On Foreign Stations, if the Regiment or Corps to which the deserters belong be present, the Captain is also to communicate with the commanding Officer thereof, and on the offenders being identified he is to deliver them up to him, under the permission of the senior Naval Officer at the place; but no such deserters are to be sent to England from Her Majesty's Ships abroad, without orders to that effect from the Admiralty.

Warrant may be issued to arrest an offender against the Naval Discipline Act. *Appendix*, 116.

110.

When the Officer in command has occasion to send on shore in any part of Her Majesty's Dominions to arrest an offender against the Naval Discipline Act, he may furnish the person sent on that duty with a warrant in the form in the Appendix, as directed in the 43rd section of the said Act.

Royal Humane Society.

111.

Cases of extraordinary merit in saving life, which, in the opinion of the Captain, may deserve the rewards of the Royal Humane Society, are to be represented by him, through the proper channel, to the Secretary of the Admiralty.

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Chapter XLV.

INSTRUCTIONS FOR LIEUTENANTS.

1.

A Lieutenant, when appointed to one of Her Majesty's Ships, is to be careful to execute punctually and zealously all orders he may receive from his Captain or other his superior Officer; and, as far as in his power, to see that all on board, who may be subordinate to him, perform with diligence and propriety the several duties assigned them. He is to be attentive to the conduct of all the Ship's Company; to prevent all profane swearing, improper and abusive language; all disturbance, noise, and confusion: and to report to the Captain those men whose misconduct he shall think deserving of reprehension or punishment.

General duties.

Swearing, &c.

He is to provide himself with a sextant and a telescope, and with such other instruments, and nautical books, as are necessary for the purposes of navigation, and as may not be supplied by the public service.

Instruments and books to be provided.

2.

On taking charge of a Watch he is to make himself acquainted, as far as is practicable, with the supposed position of the Ship, especially when approaching land, or in pilot water, and whether he may be likely to see any and what land or lights; he should also acquire any other information in his power, which may assist him in keeping the Ship out of danger so long as he is in charge of the deck, and he is to be constantly on deck until relieved by the Officer who is to succeed him. He is to see that the men are alert and attentive to their duty; that every necessary precaution is taken to prevent accident from squalls or sudden gusts of wind; and that the Ship is as perfectly prepared for battle as circumstances will admit. He is to be particularly careful that the ship be properly steered, and that a correct account be kept of her way by the log being duly hove, and by the lee-way for each hour being marked in the deck log-book in which is also to be marked every occurrence worthy of notice, and any accident that may have occasioned the loss of any of her stores; and he is also to see that all signals made in the fleet are correctly minuted in the deck log-book in such manner as the Captain shall direct; and he is, at the end of his watch, to sign the said log-book and the report of signals (if such be kept separately) with the initials of his name; and when the occurrences of the day have been entered in the Ship's log-book, he is to sign that also with the initials of his name, at the end of each watch which he had kept.

When Officer of the Watch.

Appendix, 92, 94.

3.

He is to be very particular in delivering correctly to the Lieutenant who relieves him on the watch all orders which he has received from the Captain, or from the Lieutenant he relieved, that remain unexecuted; and he is to inform him of all signals made by the Commander-

On being relieved as Officer of the watch.

in-chief which still remain to be obeyed. He is to point out to him (more especially in the night) the situation of the Commander-in-chief, and of the Commander of the Squadron the Ship belongs to, if in company with other Ships; and is to inform him what sail the Ships of those Officers were carrying when it was last ascertained; and whether the Ship was coming up with, or dropping astern of them: and he is to give him in general whatever other information may be necessary to enable him to keep the Ship in her station, if the Fleet be formed in any order of sailing, or to keep well up with it, if it be not so formed.

4.

Officers of the watch, when to muster the watch.

He is to see that the Sub-Lieutenants and subordinate Officers of the watch are constantly upon deck, and attentive to their duty; and he is to order the Men of the watch to be mustered, when he thinks it necessary, (but always on taking charge of the watch at night) and is to report to the Captain such as may be absent from their duty, if he considers it right to do so.

5.

To keep Ship in Station.

He is to be extremely attentive to keep the Ship in her station in the Squadron to which she may belong; and he is to inform the Captain whenever he apprehends that he shall not be able to keep her so.

6.

When in company with a Squadron.

Signals.

Lights.

If the Ship belong to, or is in company with, any Fleet or Squadron, he is to direct a careful Officer, to observe the signals made by the commanding Officer of the Squadron; but he is never to answer any signal, whether general or addressed particularly to the Ship to which he belongs, until he is certain that he sees it distinctly, and understands for what purposes it is made: and he is, during the night, to see that lanterns with candles, and everything necessary for making Signals are ready and in good order; and that the signal guns, not shotted, are ready for being fired; and he is to be particularly attentive in preventing any other lights, except the bow and mast-head lights, being shown in the Ship when signal lights are hoisted; and, when at sea, that no other lights be visible, in the Cabin, or elsewhere.

7.

Precautions in a fog.

During a fog, he is to be particularly attentive to the guns fired by the commanding Officer of the Squadron, that, by observing any alteration which may take place either in the direction or the strength of the report, he may adopt such steps as may be necessary to prevent the Ship being separated from the Fleet. He is to be very careful to conform with the regulations contained in Article 20, at pages 166 and 167 of these Instructions, relative to fog signals to be used in sailing vessels and in steam vessels.

8.

Making signals.

He is not to make any signal, either by day or by night, without directions from the Captain, except such as may be necessary to warn Ships of any immediate danger.

9.

Reports to be made to the Captain.

He is to inform the Captain of all strange vessels that are seen; of all signals that are made; of all shifts of wind; of all changes of sail made by the commanding Officer of the Squadron, if in company with other ships; and in general of all occurrences worthy of notice.

10.

He is never to carry so much sail as to endanger the springing of a mast or a yard, unless the Captain shall require it; and in such case he is to see that all the men of the watch are in their stations; ready to shorten sail the moment an increase of wind, or other circumstance, shall make it necessary. Making and shortening sail.

11.

He is never to change the course of the Ship without directions from the Captain, unless it be necessary to do so to avoid danger. Ships' course not to be changed.

12.

He is to keep men at the mast-heads during the day, provided the state of the weather will admit of it, and in proper stations during the night, to look out; and he is frequently to remind them of the importance of their duty, and is to relieve them, more or less frequently, according to the state of the weather, or to other circumstances. Look outs to be stationed.

13.

If, during war, a strange vessel be seen in the night, he is to send an Officer to inform the Captain, whilst he himself makes such immediate preparations for action as the circumstances of the moment may require and admit of. On meeting a strange vessel at night.

14.

In the night he is to take care that the Master-at-Arms and Corporals, in their respective watches, are very particular in going their rounds and in visiting all parts of the Ship every half-hour, to see that there are no irregularities amongst the men; that no candles or lamps are burning, except those which are expressly allowed; and that no person is smoking tobacco; and that they report to him when they have gone their rounds accordingly, and he is to cause a Sub-Lieutenant or Midshipman also to visit the different parts of the Ship once at least in each night watch. Rounds to be made every half hour in the night.

15.

He is to direct the Carpenter, or one of his Mates, to sound the well, and to see that the ports are well barred, twice at least in each watch; and the Gunner, or one of his Mates, to examine, once at least in each watch, the state of the lashing of the guns; and to report to him when they have done so. Barring the ports and lashing the guns.

16.

In the morning he is to direct the Boatswain to examine the state of the rigging, and the Carpenter that of the masts and yards; and he is to receive their reports, and to inform the Captain of the result of their examination. State of rigging, &c. to be examined.

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17.

on his pay ticket, by the Captain, showing that a log-book or journal has been kept by him, without which notation he will not be allowed to receive his pay.*

18.

Observations to be taken.

He is to ascertain the latitude by observation at noon, or by double altitudes, and the longitude by lunar observation, as opportunities may admit; he is also, during his night watch, as occasion may offer, to ascertain the latitude by the meridian altitude of a star or stars referred to in the Nautical Almanac, and to see that the Sub-Lieutenants and subordinate Officers of his watch do the same. He is to keep an account of the Ship's way, specifying the course steered and the distance run, for each twenty-four hours, with the latitude and longitude the Ship is in, and the bearings and distance of some principal headland from which she sailed, or towards which she is going, with any other particulars, and in any form, that the Captain shall direct; which account he is to deliver to the Captain every day, as soon after noon as the other duties of the Ship will allow.

Daily reckoning.

19.

Navigation, &c.

He is to make himself thoroughly acquainted with the regulations respecting navigation, &c., contained in Article 20, at page 165, of these Instructions, so as to be able to act on them at any moment in case of emergency.

20.

During action.

In time of action, he is to see that all the men under his command are at their quarters, and that they do their duty with spirit and alacrity. He is to be particularly attentive to prevent the men from loading the guns improperly; from firing them before they are well pointed; and he is very carefully to prevent their making any improper accumulation of powder in any part of his quarters.

21.

To have charge of a division of Seamen, duties connected therewith.

He is to be particularly attentive to the division of Seamen put under his inspection,—reporting to the Captain any men he may find idle, or dirty; on the other hand, he will not fail to bring to the notice of the Captain such men, as may, from zeal and ability in the discharge of their duties, be worthy of advancement. He is at all times to encourage the men of his division to come to him for any information they may require, and if it be not within his knowledge or within his province to meet the case submitted to him, he is to refer it to the Officer to whom it may appertain, or, if necessary, to the Captain. He is to be present at the investigation of all complaints against the men belonging to his division, unless unavoidably prevented by other duty.

The Officer in charge of a division is to see that the men under him are at all times as clean as the duties of the Ship will allow, and particularly that they keep their persons clean. He is to superintend, and keep an account of, the issue of clothing to the men of his division, and to see that the materials issued are converted without delay into the articles for which they were demanded; and that the clothing is neatly made, marked, and kept in good order. He is also to keep an

* The instructions contained in this Article apply also to the logs or journals of Commanders serving under a Captain.

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account in the form given in the Appendix, of the clothing and bedding in possession of every man in his division, and if he shall find that any of them have sold, or improperly made away with, any of their clothes, &c., he is to bring the circumstance to the knowledge of the Captain when he submits for his inspection the divisional list, or sooner, if he shall discover it before taking such list.

Inspection men's clothing, &c. *Appendix*, 121.

When the clothing is in course of inspection, it is not necessary to detain the whole of the crew during the operation. A few bags only should be brought up at a time.

In preparing the list of clothing required by the men of his division, the Officer is, in every case, to take care that they do not demand any articles that are not really necessary for their use and comfort.

22.

When a Lieutenant is called by a signal on board a Flag-Ship, or a senior Officer's Ship, he is to carry with him an Order Book, for the purpose of entering therein any orders that may be given; and, on returning to his own Ship, he is to deliver the orders to the Officer in command.

Order Book to be taken when signal is made for a Lieutenant.

23.

The foregoing instructions are to be observed and followed by Officers of whatever rank who may, unavoidably, under the authority of the Captain, be called upon to perform any of the duties usually assigned to Lieutenants.

Officers doing duties of Lieutenant.

24.

In the absence of the Captain, and Commander (where there is one borne), the senior Lieutenant of the Ship is to be responsible for everything done on board; he is to see every part of the duty as punctually performed as it could be if the Captain or Commander were present. He may put under arrest any Officer whose conduct he shall think so reprehensible as to require it; and he may confine such men as he shall think deserving of punishment; but he shall have no power to authorize the infliction of corporal punishment on any person, unless he shall have succeeded to the command of the Ship by the death or incapacity of the Captain or Officer who was appointed to the command, or unless he shall have been left in charge of the Ship, whilst the Captain shall be absent on Admiralty leave, or on leave for a lengthened time granted by a Commander-in-chief abroad, as explained in Article 59, at page 123.

Senior Lieutenant or Commander to be responsible in absence of the Captain.

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Chapter XLVI.

INSTRUCTIONS FOR MASTERS.

1.

On appointment to a Ship.

A Master when appointed to one of Her Majesty's Ships, is not only to be careful to execute, punctually and zealously, all orders he may receive from his Captain, or other his superior Officer, but he is, as far as in his power, to see that all on board, who may be subordinate to him, perform with diligence and propriety the several duties assigned them. He is to provide himself with a sextant, and a telescope, and with such nautical books and instruments as are necessary for the purposes of navigation, and as may not be supplied by the public service.

To provide books and instruments.

2.

Compasses.

He is to have charge of all the compasses; and he is to be careful to act regarding them as directed in Article 23, at page 169, of these Instructions. He is to see that the compasses, the spare cards, and the hour and other glasses, be properly taken care of. He is to try them, and compare them with each other frequently; and he is to see the log-lines and lead-lines correctly marked, and at hand whenever they may be wanted.

Charts, Barometers, and other instruments.

He is also, under the control of the Captain, to have charge of the charts, barometers, chronometers, and all instruments that may be supplied for navigating the ship. When he is superseded, or the ship paid off, he is to forward, through the Captain, to the Secretary of the Admiralty,—for the Storekeeper-General and the Hydrographer, respectively,—an account, in the Forms given in the Appendix, of the receipt and disposal of the above-mentioned stores.

Appendix, 124, 125.

3.

Ships' stowage and qualities; plans for, to be adhered to.

As the Captain will be furnished by the Superintendent of the Dockyard with the reports of the Ship's stowage and qualities or by the Controller of the Navy (if she be a new Ship) with certain particulars respecting her stowage and trim, the Master (who is always to attend to this important duty) is to take the same for his information and guidance, and is on no account to deviate from the plans or suggestions for her stowage without express authority. He is to be careful, also, that no chips of wood, nor dirt of any kind, be left amongst the ballast; that no injury be done to the water-tanks or casks in stowing or removing them; that the screws in the tanks be attended to with great care; and that the screw in the bottom of each tank be loosened only when it may be indispensably necessary; and he is to take great care that the lids of all water-tanks shall be at all times properly secured so as to prevent any leakage and waste.

Dirt.

Water tanks.

4.

Firewood

He is to stow away as much wood in the hold as possible; and if it shall appear to him that the quantity of wood and coals sent on board

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will not be sufficient for the time for which the Ship is victualled, he is to report it to the Captain.

5.

If stores or provisions of any description should, on being received on board, appear to him to be defective in quality or short in quantity, he is to inform the Captain, in order that such stores or provisions may be immediately surveyed by the proper surveying Officers.

When stores or provisions are defective, or short in quantity.

6.

If any provisions are pointed out to him by the Paymaster as being older than the rest, he is to stow them so as to admit of their being the first to be expended; and on receiving subsequent supplies, he is to put the new provisions under the old. And he is, generally, to observe and follow all such directions and regulations contained in the Paymasters' Instructions as may relate to him in his capacity of Master.

Stowage of provisions to be regulated by their age. Paymasters' instructions.

7.

He is to be very attentive to the state of the Ship's holds, keeping them at all times as dry and as clean as the nature of the service on which the ship is employed will admit. He is to keep himself acquainted with the place of stowage of every description of store or provision, so that there may be no delay in finding them the moment they are required.

State of the Ships' holds to be attended to.

Places of stowage.

8.

When the stowage of the Ship's hold is complete, the Master is to insert in the first pages of the log-book correct plans of the same, and a particular account specifying the quantity of ballast, the number and size of tanks and casks for water with their contents; the number of casks and other packages of provisions, with their contents; and the description and weight of every other article stowed in the hold and mentioned in the plans, similar to the report he will have to deliver to the Captain; adding, also, occasionally, in the log-book, notes of any alterations in the stowage. But if he find the hold already stowed, he is to satisfy himself that the plans of it and the account inserted in the log-book are correct. He is also to watch attentively, and to ascertain satisfactorily, the Ship's qualities at sea, that he may be able to suggest, if necessary, any alterations to improve them.

Plan of stowage of holds to be noted in the log.

Alterations.

Ships' qualities at sea to be noticed, and reported on.

9.

The keys of the after-hold and spirit-room are to be kept in the Master's cabin, in his custody, and, when wanted, are to be taken only by the Officer authorized to use them, who is himself to be present at the opening of either place, and is on no account to suffer a light to be carried into the spirit-room, nor to quit either place until he has seen it again properly secured, when he is to return the keys from whence he took them.

Keys of the spirit-room and after-hold.

No light allowed in spirit-room.

10.

He is to see that the sails are properly fitted, and ready to be brought to the yards, according to the established plans. He is, moreover to take care that a sufficient number of spare points, gaskets, mats, plats, nippers, &c., are at all times ready for any purposes for which they may be required.

Sails and rigging to be attended to.

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11.

Sail-rooms to be inspected.

He is frequently to inspect the sail-rooms, to see that they are dry, and that the sails are in good order; and he is to apply to the Captain to give directions for the sails being repaired immediately on discovering their defects; and if he should find them, or any of the stores, at any time likely to be damaged by damp, or other cause, he is immediately to represent it to the Captain.

Store-rooms to be frequently visited.

He is also frequently to visit the Gunner's, Boatswain's, and Carpenter's Store-rooms to see that they are kept as clean and as well ventilated as circumstances will admit of; that nothing but the stores of the Ship is put into them; and that the stores are so arranged as to admit of any of them being readily found when wanted.

12.

To examine the rigging, and attend its being set up.

It is to be considered an important part of his duty to attend to the setting up of the rigging, and particularly to the staying of the masts, to prevent the lower mast-heads being crippled by over-staying, governing himself on this point by the directions he will receive from the Captain, in conformity to Article 10, at page 326, of these Instructions; and he is frequently to examine the state of the rigging, and to be careful that it is always kept well set up, and the running rigging in good order, informing the Captain whenever he finds any portion thereof to be defective or slack.

Report defects or slackness in.

13.

Anchors and cables to be kept clear.

He is to be particularly careful that the inner ends of all the cables are properly secured; and when there is a probability of the Ship's anchoring, he is to see that the anchors and cables are perfectly clear for running, that the stoppers and ring-ropes are in good order, and that everything is ready for bringing her up properly.

14.

Clearing hawse.

When the Ship is at single anchor, he is to be very attentive that proper measures are taken to keep the anchor clear; and, when moored to keep the hawse clear; for which objects he is to make such requests to the Officer of the watch as may be necessary; and should the hawse at any time become foul beyond a cross, he is to represent the same to the Captain or commanding Officer, that it may be immediately cleared; and he is to see that the Ship is not girt by being moored too taut.

Ship not to be moored too taut.

15.

Rope making on board the Ship.

He is to inform the Captain whenever it is probable that rope of any description may be wanted in the Ship; and when the ropemaker is ordered to make it, he is to attend frequently to see that he is diligent, that the rope is well made, and that there is no waste of the yarns; and he is to receive from him every day an account of the rope he has made; and he is to see that the whole quantity made be duly taken on charge.

16.

To have charge of the navigation of the ship.

He is, under the direction of the Captain, to have the charge of navigating the Ship; he is therefore to represent to the Captain every possible danger in, or near, the Ship's course, and the way to avoid it;

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and if it be immediate, to report it to the Officer of the watch. Whenever the Ship is approaching the land or any shoals, he is to be upon deck, and is to keep a careful look-out, always sounding in good time on such occasions, and continuing to do so until the safety of her position be clearly ascertained and secured. On approaching the land.

17.

When the Ship is in pilot-water, although there may be a Pilot on board in charge of her, the Master is to be always attentive to the manner in which she is conducted: he is to see that the lead be constantly and carefully hove, though the Pilot should not require it; and that everything be prepared for anchoring at the shortest notice. If he perceive the Ship standing towards danger, or if he have reason to think the Pilot not properly qualified to conduct her, he is immediately to inform the Captain of his suspicions. His attention is directed to Chapter XIX, of these Instructions, relative to Navigation and Pilotage. In pilot-water, the lead to be constantly hove, and everything prepared for anchoring.

18.

He is every day at noon, or as soon after as possible (and as often at other times as circumstances may render necessary), to deliver to the Captain an account of the latitude and longitude the Ship is in, the variation of the Compass, and all other particulars regarding her position which the Captain shall require. Ship's Reckoning.

19.

He is to have charge of the Ship's log-book; and is every day to compare it with the deck log-book, to see that every circumstance which has occurred is properly entered in it; and he is to send it immediately to the Lieutenants, that they may sign the initials of their names at the end of their respective watches, while that which happened in them is still fresh in their memories: and he is to present it, every day soon after noon, for the Captain's inspection. Ships' log-book. *Appendix*, 88.

In the log-book is to be entered, with very minute exactness, all the following circumstances as they occur, in addition to the particulars indicated by the several headings in the established form:—I. An occasional note of the angle of the Ship's inclination. II. Every occurrence relating to the navigation of the Ship, and to dangers discovered; the setting and velocity of currents; the results of all astronomical and other, observations made to ascertain the situation of the Ship; and a track chart of each passage or cruize, specifying thereon, from day to day, the direction and force of the wind. The distances run under steam, must be marked in red ink, to distinguish them from the distances run under sail. III. The loss of, or injury sustained by, masts, yards, boats, guns, and every other description of stores; the splitting of sails; the blowing away of flags; and all other accidents, with the quantity of each article lost, and the quantity saved. IV. Every circumstance relating to the receipt, supply, survey, and return of stores, and of provisions, casks, water, clothing, and bedding, specifying from whom they were received, or to whom they were supplied or returned, and by whose order. V. An account of the quantity of every species of stores or provisions purchased for Her Majesty's Service, or received from or supplied to any other of Her Majesty's Ships, or to any Merchant Ship, or any foreign Ship of war, or arsenal. VI. Every alteration made in the allowance Entries to be made in it.

of provisions, specifying by whose order such alteration was made; and the particulars of every extra or gratuitous issue. VII. The marks and numbers of every cask of provisions, bale or case of clothing, opened for the use of the crew;—only to be entered when the quantity it is said to contain is found to be different from the marked contents. VIII. The time when any hired vessel is first employed, and the time she is discharged; the name of the vessel, of the Master, and of the persons from whom she is hired; her burthen in tons, and the number of men employed in her; by whose order, at what rate, and for what purpose she is hired; and the cause which makes it necessary to hire her rather than to employ the boats of the Ship or Squadron. IX. Full particulars of the hire of steam tugs, boats, wharves, or warehouses. X. An account of the number of any men employed on board, who are to be paid for the service they perform, whether hired or lent from other Ships; mentioning the day on which they began and the day on which they ceased work, and the number mustered every day. XI. An account of all exercises and evolutions performed. XII. An account of all powder, shot, shell, small arm ammunition, &c., expended in exercise or in action. XIII. All corporal and other punishments for which warrants are required. XIV. The entry and discharge of all Officers. XV. All general payments to the Officers and Crew. XVI. The embarkation and disembarkation of every passenger (male or female) specifying by whose order received. XVII. Births, Deaths, and Marriages on board. XVIII. The manner in which the Crew and Artificers are employed; and every other circumstance worthy of note and proper to be recorded.

No alteration to be made after being signed.

After the log-book has been signed by the Lieutenants, no alteration, however trifling, is to be made in it, without the approbation of the Captain and the perfect recollection of the Lieutenant of the watch that such alteration is proper, and to every such alteration the initials of the Lieutenant's name are to be affixed.

Steam notations to be underlined with red ink.

The notification which the Master will be directed to insert in the log-book whenever steam is used, is to be underlined with red ink, as enjoined in Article 11, at page 176, of these Instructions.

Barometer and Thermometer, and temperature of sea.

The height of the Barometer and Thermometer, and the temperature of the sea, are to be recorded at the hours of 4, 8, and 12 A.M. and P.M.;—except in stormy weather, when the height of the barometer and thermometer must be noted every hour.

20.

Copy of Book every six months to Admiralty.

Appendix, 88.

At the end of every six calendar months, he is to transmit, through the Captain, to the Secretary of the Admiralty, a complete copy of the log-book, for those six months, with track charts of the passages or cruizing of the Ship, signed by himself; and, at the end of every twelve calendar months, he is to deliver the original log-book signed by himself, to the Captain, to be kept by him until the Ship is paid off, and then to be sent also to the Admiralty. If the Master be superseded he is to sign the original log-book then in his possession, and to deliver it to his successor, who is to give him a receipt for it; and the Captain is to give him a certificate whenever he delivers a log-book to him; which receipt and certificate, with a copy of the Ship's log-book for

Original log-book.

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the broken period up to the date of his being superseded, will be required at the Admiralty to entitle him to receive the residue of his pay.

21.

Besides the log-book, he is to keep a remark-book, in which all the hydrographic information he can obtain is to be carefully inserted, as well as a description of the instruments he may employ in any of the observations hereafter mentioned. Remark book. *Appendix*, 52.

He is to determine, as accurately as he can, the various particulars relating to navigation of every place which the Ship may visit, entering the results in his remark-book under the following heads:—

1. Latitude.
2. Longitude.
3. Variation of the Compass.
4. Time of high water immediately following new and full moon.
5. Rise and fall of the Tide at springs and neaps.
6. Prevailing winds.
7. Periods of the year at which the wet and dry seasons prevail, if any.

The particular spot at the place visited to which the latitude and longitude refers, is to be carefully noted; also the number and nature of the observations, and the means by which they were made, whether the artificial or sea horizon was used; and with reference to the longitude, if obtained with chronometers by means of meridian distances from another place, he is to state the number employed, their general character, the age of the rates used, or the interval since they were last rated, with the longitude he has assumed of the place measured from; he is not to lose any opportunity of obtaining lunar distances, both with the view of determining the longitude the Ship may be in at sea, as well as serving as a salutary comparison with his chronometers either at sea or in harbour.

He is to observe the variation of the compass by amplitudes or azimuths, at least once every day, whether at sea or in port, excepting only when refitting in harbour. The bearings of the Sun are to be taken by the standard compass, whenever possible; if not by the azimuth compass, which is to be always placed, when practicable, in the same precise situation amidships, marking the point where each of the tripod legs stands; and he is to take care that the direction of the Ship's head at the time of observation shall be recorded, as well as the difference between the standard or azimuth and the steering compasses, by which precaution alone can the real course of the Ship be regulated. These variations are to be daily inserted in columns at the end of his remark-book, along with the Ship's place and the direction of her head at the time of observation. Variations of the Compass.

The local attraction is to be determined before the Ship leaves England, by swinging the ship on at least eight points, as well as after any material change of latitude, and is then to be tabulated by him for every point of the compass, so that the corrections on each course may be readily applied in working the Ship's reckoning. Swinging Ship to determine Local attraction.

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Remark Book —*continued.*

In all places which are not well known, he is to ascertain the direction and velocity of the currents; the set and strength of the tides, with the limits of their rise and fall; and the time of high water of the tide which immediately follows the periods of new and full moon. He is to describe, as particularly as he can, the appearances of foreign coasts, pointing out the remarkable objects by which they may be distinguished, so as to render a stranger certain of recognising his land-fall.

Surveyors.

He is to apply to the Captain, whenever the service will admit of it, for boats to sound and survey any shoals or harbours which have not been correctly laid down in the charts, and the results are to be projected on a large and intelligible scale.

Inaccuracies discovered in charts.

In his remark-book he is carefully to note all inaccuracies in any of the charts supplied to the ship, but especially in those published by the Admiralty, so that the requisite alterations may be presently made; but for this purpose his remarks should be so distinctly expressed as to admit of no ambiguity; and they should be accompanied by a written explanation of the amendments he proposes to make, either in the configuration of the coast, or in latitudes and longitudes, or in the soundings, or in the position of dangers, with the mode he has employed of determining that position, with their bearing and distance from some fixed point. If the position of these dangers be materially altered, or if he should discover any new dangers, or if the inaccuracies he may have detected in the charts be of importance, he is to report them immediately to the Captain, in order to their being transmitted to the Admiralty, by the very first opportunity, so that no time should be lost in applying the necessary corrections. He is frequently to present this remark-book to the Captain for examination, and on the 1st of January in every year he is to deliver it to him accompanied by all the charts, plans, and views of the coasts and headlands which he has made during the past year, as well as by his proposed corrections for the engraved charts, and by all the sailing directions he may have drawn up; all which the Captain will transmit by the first safe opportunity to his Commander-in-chief, to be forwarded to the Admiralty;* or, if he be not under the orders of one, it is to be sent direct to the Secretary of the Admiralty;* and when the Ship is paid off, or before he leaves her at any time, he is to deliver to the Captain similar documents for the broken period, in order to their being forwarded in like manner.

Remark-book to be examined by Captain, and when and how to be forwarded.

22.

To instruct 2nd Masters and Masters' Assistants.

To the Second Masters, and Masters' Assistants, he is to afford all the information in his power in pilotage, and in the theory and practice of navigation and seamanship; and he is to see that they attend constantly on deck on going into or leaving harbour,—that they also attend in mooring and unmooring, in boat anchor-work, in the stowage of the hold, and in making the several nautical observations required in navigating the Ship,—it being considered as his special vocation to instruct those Officers in all the branches of a Master's duty. He is frequently to examine their remark-books, logs, and journals, which he

To examine their remark-books, logs, &c.

* For the Hydrographer,

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is from time to time to lay before the Captain, with a report of the progress they may have made, as well as of their general diligence, character, and abilities. Report of progress.

23.

He is to make himself thoroughly acquainted with the regulations respecting navigation, &c., contained in Article 20, at page 165, of these Instructions, so as to be able to act on them at any moment in case of emergency. Respecting Navigation.

24.

He is to keep a book for the special purpose of working out the results of all observations and calculations connected in any way with the navigation of the Ship. This book is to be examined by the Captain whenever he may think fit to call for it; and it is invariably to be produced at any inquiry that may be instituted relative to the grounding or wreck of the Ship.

25.

The senior Second Master in Ships, where no Master is borne, or the person on whom the duties of the Master may devolve in the absence of that Officer, is to observe and follow the foregoing instructions. Where no Master is borne.

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Chapter XLVII.

INSTRUCTIONS FOR SUB-LIEUTENANTS.

1.

To obey his superiors.

A Sub-Lieutenant, after receiving a Commission or an acting Commission as such, is to be attentive and zealous to carry into effect the several orders and directions he may from time to time receive from the Captain or Lieutenants of the Ship in which he is serving, or from other his superior Officers.

2.

To enforce orders.

He is, as far as may be in his power, to see that all the subordinate Officers, and all others of inferior rank to himself, perform with punctuality the duties required of them.

3.

To preserve order in his Mess.

He is to assist in preserving order and regularity in his mess, when off duty; and he is to be careful that such directions as the Captain may give relative to the expenses of the mess, in furtherance of Article 19, at page 107, of these Instructions, be adhered to.

4.

To attend to the Men of his watch.

When at sea, he is to see that the men of his watch are attentive to their duty, whether as look-out men or having other charge requiring their vigilance and constant attention; and when all hands are on deck for any service he is to take equal care that those at the station in which he is placed, duly obey the orders given with silence and alacrity.

5.

To keep a log-book or journal.

He is to keep a log-book according to the established form, or a journal containing professional observations on the various places visited in the course of service, and the usual astronomical and other observations, with the daily position of the Ship, winds, currents, &c. As the log-book or journal is to be retained by him for his future information, it should contain track charts as well as plans and sketches of

6.

He is to take care always to have with him a sextant or quadrant, and a telescope.* Sextant and telescope.

7.

He is to make himself thoroughly acquainted with the regulations respecting navigation, &c., contained in Article 20, at page 165, of these Instructions.† Navigation, &c.

* Second Masters, Midshipmen, Masters' Assistants, and Naval Cadets are to provide themselves with similar instruments.

† This Article applies also to Second Masters, Midshipmen, and others whose duty it may be to keep watch.

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Chapter XLVIII.

INSTRUCTIONS FOR GUNNERS.

1.

When the Ship is ready to take in her guns.

The Gunner, having received the necessary directions from the Captain as to the time when the Ship will be ready to take in her guns, is to place himself in personal communication with the Military Storekeeper on that subject. He is to attend to receive them on board, and to see that every gun is properly fitted, and put into its proper carriage, and placed in its proper port.

2.

Sights for the guns.

When Sights are supplied unfixed, he is to be very exact in fixing them according to instructions which he will receive by attending at the gun-wharf.

The Sights, when fixed, are to be as little shifted as possible, and when covers are supplied, they are to be kept on, except when the sights are in use.

He is to take great care that no pressure or violence is applied to the sights, which might displace them or alter their direction.

He is to keep the preserving screws in the screw-holes of all guns prepared for sights, when the sights are not fitted to them; but should no preserving screws be supplied, he is, when it may be absolutely necessary to remove the sights for any time, to fill the screw-holes with tallow.

3.

Breechings and tackles.

He is to superintend the man who may be placed under his orders in fitting the breechings and tackles, that they may be ready for the guns when they are received on board.

4.

Magazine to be prepared for reception of powder.

He is to examine very carefully into the state of the magazine, that he may be certain of its being properly fitted and perfectly dry before the powder is received on board; but if he should find in it any appearance of dampness, he is to report it immediately to the Captain, that it may be properly dried; this may be ascertained by placing in the magazine, a piece of sponge which has been dipped in a solution of salt and water, and afterwards dried; should it become heavier the magazine is damp.

5.

Precautions on receiving and stowing powder, &c.

Preparatory to receiving powder or live shells, he is, under the directions of the commanding Officer, to see that all the fires and lights on board, except the light in the light-room, be extinguished. He is himself to attend to the stowing of the powder and shells, and as soon as the whole of the powder is stowed in the magazine, and the mouths of the cases are secured, he is to see it cleanly swept before he leaves it, that all the men are out of it, and that the lights are extinguished in the light-room; he is himself to lock the doors of the magazine, the handing rooms, and light rooms, before returning the keys to the

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Captain, or to such other Officer as the Captain shall appoint to take charge of them.

6.

On receiving ammunition on board, the utmost care must be taken of the metal-lined barrels, cases, &c., in which it is packed. These should be brought under the ports abreast of the hatchway nearest to the magazine which is to receive them. Either dry swabs, mats, or cushions made of bread-bags stuffed with oakum, should be prepared, and the packages landed thereon, thus preventing their being injured, which happens when they are lowered heavily on the bare decks; and hides should be placed over the hatchway-combings, and any other part where the barrels or cases are passed over iron.

Care of metal-lined powder cases, barrels, &c.

The packages are to be carefully removed to the magazine, and never tumbled or rolled along the decks, but carried by hand.

7.

As far as practicable, the powder in Dell's cases should be invariably stowed in the manner pointed out in the Instructions relative to stowing magazines, which will be found in the Naval Gunnery book; the cases should be marked with a *number* for the fore magazine, and a *letter* for the after magazine, corresponding with the figures and letters of the different sections of the magazines, beginning with the first number and first letter on the port-side. When the sections are athwart-ship, the marking to be from forward aft.

Stowage of Dell's powder cases.

8.

The boxes lined with tinned copper, supplied for the package of percussion tubes for great guns, are to be deposited in lockers fixed against the after bulkhead of the Gunner's hanging store-room in line-of-battle Ships and Frigates; and in smaller vessels, without hanging store-rooms, they are to be placed in lockers against the after bulkhead of the Gunner's store-room. The boxes are not on any account whatever to be placed in the magazines, and the keys of them, as well as of the lockers, are to be returned with the keys of the magazines.

Stowage of percussion tubes.

9.

He is never to go into the magazine without being ordered to go there. He is never to allow the doors of the magazines to be opened but by himself and his most trustworthy Mate. He is to be very careful in observing that the men who go into the Magazine have not about them anything which can strike fire, and he must take care that no person enters the magazine without wearing the leathern slippers supplied by the War Department. He is to train the persons appointed to attend in the light-rooms in the right management of the lamps, so that inconvenience may not be felt from an accumulation of smoke.

Visiting the magazine, precautions to be observed.

10.

He is never to keep any quantity of Powder in any other part of the ship than the magazine, except that which the Captain shall himself order to be kept on deck in boxes properly secured and placed under the charge of a sentry; and when he delivers cartridges from the magazine, he is to be very particular in observing that they are in cases properly shut.

Powder not to be kept in any other part of the Ship.

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11.

Securing, stowing, and working ammunition in magazines.

For securing, stowing, and working the ammunition in the magazines, the following observations, as well as those contained in the "Instructions for the exercise and service of Great Guns," are to be carefully attended to :—

Cases, or barrels.

All the cases or barrels, being lined with metal, and their apertures being luted, are completely air and water tight.

No filling of cartridges or loose powder required during action.

No filling of cartridges is required while in action, a sufficiency of all descriptions, for distant, full, and reduced charges, being packed in the cases or barrels, from whence the whole quantity, if required, can be readily taken out, without unheading a single case or barrel, or moving it from its place in the magazine; neither is there any loose powder on board the ship, that which is reserved for any occasional purposes, such as saluting, exercising, or sending on shore, or replacing any particular nature of cartridge that may be expended, being contained in flannel bags within the barrels or cases, for the greater facility and security in dividing it into smaller parcels, when appropriated to any particular service not provided for by the general arrangement of cartridges in the first instance.

Handing rooms to be flooded.

On going into action, the Gunner is to see the leaden flooring of the handing rooms covered with water, the aprons and pockets let down, and the tops of the powder cases loosened.

12.

Securing magazine.

When the magazine is ordered to be secured, the Gunner will proceed to examine and arrange the cases or barrels of cartridges which have been opened, and lute up and secure all that contain ammunition, as before.

Luting for cases or barrels.

For luting the cases or barrels the Gunner will have a proportion of luting, which, when required, he will cause to be first softened in the hand; this luting he will rub all round the rebate at the mouth of the case or barrel, taking care that there is a sufficiency to form a complete bed of luting for the bung, which is then to be put in, and the edge pressed down into the rebate upon the luting, by running the thumb all round; an exterior coat of luting round the aperture is then to be put on, and the whole secured as when the cases or barrels were first put on board. The luting of the cases or barrels is to be examined every four months; should it be found hard and cracked they are to be reluted, but the bungs are not to be started. As all the cases and barrels have marked, upon their heads, the nature of the ammunition contained in them, the Gunner and his crew should make themselves perfectly familiar with the different sorts of cartridges in the several racks, by which means they will be enabled to find the descriptions required, even in the dark.

13.

Repacking cartridges.

Care is to be taken when cartridges are repacked in their cases, not to put them out of their proper shape, and to re-hoop them if necessary.

14.

Wet or damp cartridges.

Wet or damp cartridges are never to be returned to the same packages from whence they were taken, nor are they to be repacked with dry cartridges, but they are to be stowed by themselves.

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At the termination of every exercise, the shot of any loaded guns are to be drawn, and the powder fired,—or, should there be no opportunity of firing it, the powder is to be started overboard ;—and on no account are any cartridges that have been in the guns to be returned to the magazine, instances having occurred in which such cartridges have been found to contain detonating powder from broken tubes left in the guns even at previous exercises.

Cartridges used in exercise not to be returned to the magazine

15.

He is to have a sufficient number of keys for metal-lined cases at hand in the magazine, not less than two for each rack.

Keys for metal lined cases.

16.

He is not to stow anything in the light rooms or handing rooms of the magazines or shell rooms, except the oil cans and the other articles pertaining to the lamps and candles. The lamps are always to be kept trimmed.

Light rooms or handing rooms.

17.

He is to examine frequently the magazine doors, to ascertain if the working of the ship causes them to jam on their hinges ; if so he is immediately to report it to the Captain, that measures may be taken for remedying the evil.

Magazine doors to be examined.

18.

He is to consider that the orders given for the regulation and good order of the magazines and their light rooms, apply equally to the shell rooms and their light rooms.

Regulations for magazines apply to shell rooms.

19.

He is, when small arm or boat ammunition has been sent out of the magazine, for exercise or other purposes, to be careful in examining the cartouch boxes, when returned, so that no flints, percussion caps, or other things that might cause explosion, be returned with them.

Returning of cartouch boxes after exercise.

20.

He is to ascertain as soon as possible after the commissioning of any Ship he may be appointed to, whether the largest leather cases he may be supplied with can be passed freely through the openings in the magazine and handing room doors, and those in the gratings through which the powder is delivered to the different decks ; and he is to hold the leather cartridge cases at all times in readiness for handing out of the magazine in good working order.

Leather cartridge cases.

21.

He is to keep the guns as dry as possible, and perfectly free from rust ; and he is to be very careful that the vents of the guns are always clear. All guns are to be scaled prior to the first occasion of their being loaded for service after being received on board. After firing with shot, or saluting, or scaling, the guns are always to be well sponged out and cleaned.

Guns to be kept dry and vents clear.

To be scaled when first received on board.

To be sponged after firing.

22.

He is frequently to examine the state of the guns, their locks, sights, and carriages, that any defective ones may be immediately repaired or exchanged ; and he is frequently to examine the musketry, and all the other small arms, to see that they are kept clean and in every respect perfectly fit for service. When it may be necessary to mark muskets, the same is to be done on the side or back of the stock, in a small oval

Great guns and small arms to be frequently examined.

Marking muskets.

Leather articles not to be blacked.

patch of black paint, with the number in white, but they are on no account to be engraved. Leather articles issued in a brown condition, such as cartouch boxes, belts, magazines for cartridges, &c., are not to be blacked.

Numbers engraved on rifles.

Consecutive numbers, from one upwards, will be engraved on the heel plate of the rifles, previous to issue by the Military Storekeper at the port of fitting out. Should any arms be required to replace a portion of those first issued, a statement of the deficient numbers is to be sent to the Military Storekeeper at the port where the Ship may be, and those numbers will then be engraved on the arms to be issued. The same rule is to be observed in the case of cutlasses and bayonets, the latter of which will bear the number of the rifles to which they belong.

23.

When extra stores are received on board.

When any extra quantity of stores or ammunition shall be supplied for foreign service, he is to be careful to use those first which may have been the longest time on board, unless he shall receive particular directions to the contrary.

24.

Shot.

When he receives shot, he is to see that they are of the proper gauge; and he is to take care to keep the different sorts separate.

Shot gauges.

High shot gauges will be issued to every ship for each calibre of ordnance on board, and he is carefully to examine from time to time that the shot will pass through these gauges, and any formation of rust that may impede their passing is to be removed by rubbing the shot; and as there is so little windage with guns of the present construction, he is to be very particular in keeping their shot free from rust, by stowing them in dry places, and examining them every three or four months.

Shot to be examined every three or four months.

25.

Filling cartridges.

In filling cartridges, he is to keep up, as far as possible, the number and description of cartridges that were at first supplied from the magazine, according to the Ship's establishment, using the spare or loose powder for that purpose, unless he should receive contrary directions from his Captain.

26.

When the filling machine is in use.

He is (when the filling-machine is in use) to be careful in examining the metal plate which covers the measures, to see that there is no friction during the time of working, and that no grains of powder are lodged on the lower plate; and he is to attend to the instructions issued with the machine in reference to it.

27.

Shells to be stowed according to length of fuze.

Empty boxes.

Shells having the same length of fuze should be stowed together, and labels indicating their lengths should be painted on the battens which secure them in their places. The empty boxes are at all times to be kept in good order to receive shells, and they are to be stowed underneath the full ones, so that a ready supply of shells might be given on any sudden emergency. He is always to hold four shell-whips ready for service.

28.

Preparation for battle.

When the Ship is preparing for battle, he is to be particularly atten-

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tive to see that all the quarters are supplied with everything necessary for the service of the guns, the boarders, firemen, &c.

29.

After an engagement he is to apply to the Captain for a survey on the powder, shot, and other stores remaining under his charge, that the quantity expended in the engagement may be ascertained.

After action, survey to be held on remains of powder, shot, &c.

30.

He is to be careful in keeping the boxes of hand-grenades and grape-shot in dry places, and in exposing frequently the grape-shot to the sun and wind, to prevent the bags from being mildewed. He is never to start the hand-grenades, but is to return those which are not used in the boxes in which he received them.

Hand grenades and grape shots.

31.

He is never to allow any match to be burnt in the day, nor more than two lengths at the same time in the night, without being ordered to do so by the Captain. When match is burning, it is always to hang over water in tubs, and the Gunner's Mate of the watch is to attend to it.

Burning match.

32.

If a detachment of Seamen or Marines shall at any time be sent from the Ship the Gunner is to make out an inventory of the arms, ammunition, and stores belonging to his department sent with it, which is to be signed by the Officer appointed to command the detachment; and on the return of the detachment the Gunner is, in the presence of the Officer who commanded it, to examine the arms, &c., brought back, and is to report any deficiencies to the Captain, who will determine, from the manner in which the Officer may account for the same whether the articles shall be expended by the Gunner in his accounts, or be charged against the pay of the Officer, or any person under him, by whose carelessness or misconduct the whole or any part of them may have been lost or destroyed.

Arms, ammunition, &c., sent with detachments from the Ship.

33.

Whenever he shall be directed to strike any guns into the hold, he is to pay them all over with a thick coat of hot tar and tallow mixed together: and after having washed the bore of the gun with fresh water, and very carefully sponged and dried the inside, he is to put a good full wad, dipped in the same mixture, about a foot within the muzzle, and is to see that the tampion is well driven in and surrounded with putty; and he is to drive a cork tight into the touch-hole and to secure it there. The bores of all cast-iron guns must be lacquered, once at least in every year, but not to an extent that may interfere with the windage.

Striking guns into the hold.

Bores of cast iron guns to be lacquered

34.

Returning

35.

Armourer's tools.

He is to be very careful of the tools he receives from the Military Storekeeper for the use of the Armourer, whom he is to furnish with such only as he may want for immediate use; and he is to require him to account particularly for all those delivered to him.

36.

Conduct of the Armourer and his mates.

He is to be very attentive to the conduct of the Armourer and his Mates; to see that they discharge their duty properly; that they keep the muskets and other small arms clean and in good order, always repairing them when they are defective.

37.

Arm chests for Boats.

The rifles for the boats' crews are to be placed in chests, one of which will be supplied for each Launch, Barge, Pinnace, and Cutter. Small vessels, not supplied with any of the above-mentioned boats, will be furnished with one chest, if demanded.

Each chest is to contain six rifles, and should be kept in the store-room, or other convenient place, ready for handing up. The revolver pistols for the boats whilst on service may also be kept in these chests, between the rifles.

All the other rifles are to be kept in racks in the store-room or cock-pits, but none are to be kept near the engine-room or stoke-hole hatchways.

Canvas covers for rifles.

Covers, of old canvas, for the protection of the rifles of boats' crews, can be made on board; and old canvas may be drawn for that purpose, if required.

38.

Damaged small arms that cannot be repaired by Armourer.

If from any extraordinary circumstances, when a Ship is on a Foreign Station, the small arms should be so damaged that they cannot be repaired by the Armourer, the Gunner is to represent their condition to the Captain, who will cause them to be surveyed in the usual manner; and if the report should confirm the representation of the Gunner, the Commander-in-chief, or senior Officer present, will give orders for their being repaired; but if the Ship should be alone, or there should be no senior Officer present, the Captain will himself get them repaired by workmen on shore, being very careful not to pay more for their repairs than the usual price of the country. The Gunner is to attend frequently, and the Armourer constantly, to see that the work is properly done; but if there should be an Officer of the War Department at the place, application will be made to him to get them repaired.

39.

Gun-metal adzes.

He is to be very careful not to suffer the bare gun-metal adzes, which are supplied for the use of the magazine, to be struck against the copper hoops of the powder-barrels, but he is always to have the wooden setters applied to them to convey the stroke from the adze, there being several instances of strong sparks of fire having been produced from the stroke of a metal adze against a metal setter or a copper hoop.

40.

Certificate to be given when guns, &c., are received.

When he has received all the guns, stores, and ammunition, he is (if required) to give a certificate to the Military Storekeeper, that everything has been delivered to him complete and in good order, according to the establishment.

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41.

He is to take care that the stores are carefully returned—packed as they were received—in their several cases or barrels, and that none of the articles are incautiously mingled together,—several instances having occurred of stores being returned in a most incautious and dangerous manner, a variety of articles having been found in the same case or barrel, such as broken cartridges with loose powder, filled flannel cartridges, pieces of port-fire, detonating and quill tubes, and even iron nails, flints, and detonating caps,—and an instance having occurred of signal rockets, blue lights, and loose powder having been mingled in the same barrel, with the other articles before enumerated; particular attention is therefore to be paid to this subject, in order that so very dangerous a practice, arising from culpable negligence, may not be repeated.

Returning stores,—care to be taken in the re-packing.

42.

Being supplied with proper material for the purpose, he is never to allow the flannel bags and cartridges to be tied with tarred ropeyarns.

Tarred rope-yarns not to be used to the cartridges.

43.

When a Salute is to be fired, the Gunner is to see that the proper guns' crews are in their respective stations; the guns, if loaded, are to be drawn, wormed, sponged, and re-loaded;—if unloaded, they are to be wormed, sponged, and loaded; and whenever it may be necessary to reload a gun after firing, it is to be run into a taut breech, and then wormed and sponged, the vent being stopped by a properly fitted vent-plug. Port-fires are not to be used in firing salutes, but the guns are to be fired either with salamanders, or the percussion tubes and hammers. Though the Gunner may believe that all the before-mentioned precautions have been taken, he is to lay the guns so as to prevent the possibility of mischief, in the event of a shot or wad being left in any of the guns.

Firing salutes.

Port fires not to be used in saluting.

Wads, or cartridges fitted with cork or other wads, are never to be used in blank exercise, or when saluting.

Wads not to be used when saluting.

Reduced charges are to be used for saluting and scaling.

Reduced charges for saluting, &c.

44.

He is to see that the life buoys are ready for use at any time during the day or night; and he will take care that there is placed, on going to sea, in the quarter boats (or where none are carried, in the stern boat) a quarter case, containing a sufficient number of blue lights, rockets, long lights, blank cartridges, and flash pans, together with a horn of powder, and a musket, to enable a boat, when lowered at sea, to make known her position.

Life buoys.

Signal lights for boats to make known position.

45.

The Gunners of Her Majesty's Ships are to conform in every particular, so far as the same may appertain to their respective duties, with the rules and system of teaching that may from time to time be laid down under the authority of the Admiralty, in the book of *Instructions for the Exercise and Service of Great Guns, &c.*, and in the book of *Instructions for Small Arm Drills*, copies of which will be supplied to each Ship.

Gunnery instruction books to be conformed to.

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Chapter XLIX.

INSTRUCTIONS FOR BOATSWAINS.

1.

Attendance upon deck.

The Boatswain is to be frequently upon deck in the day, and at all times both by day and night when any duty shall require all hands being employed. He is, with his Mates, to see that the men go quickly upon deck when called, and that, when there, they perform their duty with alacrity.

2.

To examine rigging.

He is, every day, before 8 A.M., and as much oftener as may be desirable, according to the service the Ship is employed on, to examine the state of the rigging, to ascertain whether any part may be chafed, or likely to give way, and to report to the Officer of the watch the state in which he finds it, in order that steps may be immediately taken to repair or replace whatever may require being so dealt with. He is at all times to be careful that the anchors, booms, and boats be properly secured: and he is to be very attentive to have ready at all times a sufficient number of mats, plats, knippers, points, and gaskets, that no delay or inconvenience may be experienced when they are wanted. He is, so far as the same may depend upon him, to keep the boats ready for immediate service and the boats' gear constantly rove.

To see the anchors, booms, and boats properly secured and ready for use.

3.

Working up junk.

He is to be very attentive in observing, in the working up of junk, that every part of it is converted to all such purposes as may be ordered.

4.

Preparation for battle.

When the Ship is preparing for battle, he is to be very particular in seeing that everything necessary for repairing the rigging is in its proper place, that the men stationed to that service may know where to find immediately whatever may be wanted.

5.

Conduct of Rope-makers.

He is to be attentive to the conduct of the Rope-maker, to see that he is diligent, that the rope he makes is well made, and that the quantity corresponds with the quantity of yarns issued for this purpose; and he is to take upon charge the rope that is so made.

6.

To examine sails with Sailmaker.

He is, with the Sail-maker, very carefully to examine the sails when they are received on board, and is to inform the master if he discover any defects in them or any mistake in their number or dimensions. He is also to examine very carefully whether they be perfectly dry, when they are put into the sail room, that if any part of them be damp, the first proper opportunity may be taken to dry them.

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7.

He is to cause the Sail-maker to keep all the sails correctly tallied, and so disposed of in the sail-rooms as to enable him to find immediately any that may be wanted. Sails to be tallied.

8.

He is to cause the Sail-maker to inspect frequently the condition of the sails in the sail-rooms, to see that they are not injured by leaks or vermin; and he is to report to the Master, whenever it shall be necessary to have them taken upon deck to be dried. Sail-rooms to be frequently examined.

9.

When the Ship is ordered to be paid off, he is to be very attentive to prevent any of the rigging being damaged or cut. He is to see every part of it properly tallied and stopped together for returning into store. On paying off.

10.

If the Ship be furnished with wire rigging, he is, while fitting out, to attend in the Dock-yard to make himself acquainted with the process of splicing such rigging. Wire rigging.

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Chapter L.

INSTRUCTIONS FOR CARPENTERS.

1.

Masts and yards, hull, &c., to be examined when Ship is commissioned.

When any of Her Majesty's Ships shall be ordered to be commissioned, the Carpenter is to inspect very minutely the state of her masts and yards, as well those in store in the Dock-yard as those on board, to ensure their being perfectly sound and in good order. He is also to examine every part of the hull, the magazines, store-rooms, and cabins, and is to report to the Captain, and to the Master Shipwright at the port, any defect or deficiency which he may discover in any of them.

2.

Masts and yards to be examined daily.

When the Ship is at sea, he is every day, before 8 A.M., and as much oftener as may be desirable, according to the service the Ship is employed on, to examine into the state of the masts and yards, and to report to the Officer of the watch when he discovers any of them to be sprung, or to be in any way defective.

3.

Lower deck ports to be examined.

In Ships of two or more decks he is frequently to examine the lower deck-ports, to see that they are properly lined; and when they are barred in, he and his Mates are frequently to see they are all properly secured.

4.

Pumps to be kept in good order.

He is to be particularly careful in keeping the pumps in good order, always having at hand whatever may be necessary to repair them.

5.

Boats, ladders, and gratings.

He is to keep the boats, ladders, and gratings in as good condition as possible, always repairing every damage they may sustain as soon as he discovers it, that when the Ship shall return into port the workmen of the Dock-yard may have only the material defects of the Ship to repair.

6.

Shot-plugs for stopping shot-holes.

He is to keep always ready, for immediate use, shot-plugs and every other article necessary for stopping shot-holes, and repairing other damages in battle; and during action he is, with the part of his crew appointed to assist him, to be continually going about the wings, passages, and holds, to discover whether shot may have passed through, that he may plug up the holes and stop the leaks as expeditiously as possible.

7.

Wings and passages to be kept clear.

If he should, at any time, find stores or any other articles stowed in the wings or passages, in such a manner as might interfere with his working, if required to cut out shot or to stop leaks during an action, he is to report it to the Captain, that they may be removed.

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8.

When the Ship is going into port, he is to prepare as correct an account as possible of the defects of the hull, masts, and yards of the Ship, and the repairs she may stand in need of, which he is to deliver to the Captain. In making this report, he is to be very careful not to exaggerate any defect, by which there may appear to be a greater necessity for the Ship's being repaired than does really exist, nor to conceal any which may really require to be repaired.

Defects.

Appendix, 101.

9.

He is to be particularly attentive in observing the exertions, and in examining the works, of Artificers sent from other Ships to assist in repairing the Ship he belongs to; and he is to report to the Captain when he discovers any who, by their want of skill, or want of diligence, shall appear to be undeserving of the additional wages appointed to be paid them. He is also to be very particular in superintending the works that may be done by hired Artificers, reporting those whom he may find to be idle, unskilful, or negligent, that such deductions may be made from their pay as to the Captain shall seem proper.

Conduct of Artificers sent from other Ships.

Hired Artificers.

10.

Whenever the Ship shall be, for any purpose, ordered to be heeled, he is to see that all the pumps are in good order, and ready to be worked; he is to station one of his Mates to observe, by sounding the well, whether any material increase of water is occasioned, and he is to attend to this frequently himself whilst the Ship continues heeled, and to be particularly attentive to see that the lower deck-ports continue well secured.

When the Ship is ordered to be heeled.

11.

The Caulker is to be under the immediate direction of the Carpenter, who is to see that he examines frequently the caulking of the Ship's sides and decks, particularly in those parts where the seams are most likely to be opened by the working of the Ship; and the Caulker is to report to the Carpenter any part of the caulking which he finds defective; and, when directed to repair it, he is to be careful that the oakum he uses is dry and in good condition; and if any Men be employed to assist him, he is to see that their work is perfectly well executed.

Conduct of Caulker.

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Chapter LI.

INSTRUCTIONS FOR CHAPLAINS.

1.

Moral conduct.

A Clergyman, appointed Chaplain of one of Her Majesty's Ships, must consider it to be his indispensable duty that the morality of his conduct, and the propriety and regularity of his manners, be such as become the sacred office to which he is appointed, and such as shall inspire the Ship's Company with reverence and respect towards him.

2.

Religious instruction to young gentlemen and boys.

He is to instruct in the principles of the Christian religion, not only all such young gentlemen as the Captain shall put under his care, but all the boys in the Ship. He is, every Sunday, to hear them read, and is to explain to them the Scriptures and the Church Catechism; and he is to be always ready to give such assistance and instruction, on religious subjects as may be required of him by any Officer or other person in the Ship. But he is not to enforce the teaching of the Church of England Catechism on such of the young gentlemen, or boys, who, being of a different religious persuasion, might object to receive instruction in a creed at variance with their own; neither are they to be obliged to read books to which, on religious grounds, they have an objection; but the Captain will, in every instance, satisfy himself as to the validity of such objections.

3.

Duties of the Lord's Day.

He is to be attentive to perform with due solemnity the duties of the Lord's Day, that the Ship's Company may be impressed with devotion; and he is carefully to adapt his discourses to the capacity of his hearers and to the nature of their situation, in order that his instructions may be intelligible and beneficial to all who hear them.

4.

Communion plate.

He is to obtain from the Dock-yard where the Ship is fitting out, a set of Communion Plate with the safe custody of which he will be charged. On paying off, he will return the said plate to the Dock-yard, or, on being superseded, transfer it to his successor; in either case obtaining a receipt for it, which he is to transmit to the Secretary of the Admiralty, for the Storekeeper-General.*

5.

Instruction of Ship's boys.

He is to see that the Seamen's Schoolmaster is attentive to his duty and diligent in teaching the boys placed under him, as well as the men who may choose to seek instruction from him. He is frequently to examine the boys himself, and at the end of each quarter to report, in writing, to the Captain, the progress made by each of them in secular

* In the event of the Chaplain being discharged, and his successor not having joined, the receipt referred to is to be signed by the Captain.

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education; and he is to represent to the Captain from time to time all those whom he shall find idle or irregular in their conduct, that they may be punished as they deserve,—and all those whom he shall find attentive and well-disposed, that they may be rewarded according to their merits.

6.

When any one of Her Majesty's Ships is commissioned, the Chaplain, under the approval of the Captain, is to demand the establishment of books allowed, according to the rate of the Ship, for the instruction of the boys and seamen; and such as may be supplied are to be kept in charge of the Chaplain and Seaman's Schoolmaster for the purpose before mentioned. In Ships of and below the 6th rate, the books for the instruction of the boys, &c., will be supplied with the Seamen's Library.

Establishment of school books to be demanded.

In small Ships.

7.

In all 1st, 2nd, and 3rd rates, when commissioned for sea service, and having the full complement of boys, the following sums (if so much be required) are to be paid by the Paymaster, under the authority of the Captain, to the Chaplain,—or, if no Chaplain be borne, to the Naval Instructor,—for the purchase of slates, paper, &c., for the use of the boys' and Seamen's Schoolmaster:—

Allowance for purchase of slates, paper, &c., for the use of boys.

On being commissioned	£4	0	0
At the end of each subsequent quarter	1	10	0

In all 4th and 5th rates, the allowance is to be as follows:—

On being commissioned	£3	0	0
At the end of each subsequent quarter	1	0	0

In 6th rates, sloops, and smaller vessels, the Captains may authorize an expenditure of—

On being commissioned	£2	0	0
At the end of each subsequent quarter	0	15	0*

8.

He is to be very assiduous in his daily attendance on the sick; and if any men shall be dangerously ill, he is, although they should not request it, to go to them, after obtaining the sanction of the Surgeon, to prepare them for death, and to comfort or admonish them, as the state of their minds, or other circumstances, may make it desirable. It is very requisite that a Chaplain's visits to the Sick should be frequent, whether there be any serious cases or not, so that they should not be regarded as proofs that some of the patients are, physically, in a dangerous or hopeless state.

To visit the sick.

9.

He is, on proper and convenient occasions, to consult the Captain when he may desire to give notice of the intended celebration of the Holy Communion, and when a sufficient number of persons to justify its celebration present themselves, opportunities and facilities for its celebration will be afforded by the Captain.

Administering the Holy Communion.

* The allowances under this head, for the stationary Flag Ships and Guard Ships on the Home Station, are specially provided for in the Admiralty Order, dated February 24, 1857.

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10.

Certificate for pay.

Before he shall be allowed to receive his arrears of pay, he must send to the Secretary of the Admiralty, a certificate, signed by the Captain, that he had not been absent from the Ship more than forty-eight hours at one time, without leave from the Admiralty or the Commander-in-chief; and a certificate also from the Captain, that he had performed Divine Service regularly, and that his conduct had been in every respect becoming the character of a Clergyman; without which latter certificate he shall not be again appointed to any of Her Majesty's Ships.

Appendix, 130.

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Chapter LII.

INSTRUCTIONS FOR MEDICAL OFFICERS.

I.—*Inspectors-General and Deputy Inspectors-General of Hospitals and Fleets.*
II.—*Staff-Surgeons and Surgeons.*
III.—*Assistant Acting-Assistant Surgeons.*

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§ I.—INSPECTORS-GENERAL, AND DEPUTY INSPECTORS-GENERAL, OF HOSPITALS AND FLEETS.

1.

When an Inspector-General or Deputy Inspector-General of Hospitals and Fleets shall receive an appointment for service afloat, he is to be attentive to perform such duties in the Medical Department as may be required of him by the Commander-in-chief of the Fleet, or by the Captain of the Ship in which he may be placed, or by other his superior Officer, as well as to comply with all such directions as he may from time to time receive from the Admiralty, or from the Director-General of the Medical Department of the Navy. He is to inform the Secretary of the Admiralty of the day on which he shall have joined the Fleet or Hospital Ship to which he has been appointed.

On appointment.

To report joining.

2.

He is to visit all the patients on board the Hospital Ship in which he may be serving, regularly morning and evening, or oftener when the nature and urgency of their complaints render it necessary, and to direct such modes of practice, whether medical or surgical, as he deems proper. In Hospital Ships, all arrangements relating to the part of the Ship appropriated for the reception of the sick and wounded are to be under his orders and directions; he is therefore to propose to the Captain any measure which he may think likely to be of service to the sick, either for increasing their comforts or accelerating their cure.

To visit patients morning and evening, &c.

3.

He is, with the sanction of the Commander-in-chief or senior Officer, to visit the Ships of the Fleet from time to time, to inquire into the health of the respective Ships' Companies and the treatment of the sick, —to ensure the most diligent attention to their professional duties on the part of the Surgeons and Assistant Surgeons,—to examine with care the Journals of Medical practice,—to correct the errors of inexperience by instruction to those who require it,—and, in general, to enforce the observance and execution of the established rules and regulations of the Service. Where he finds unusual sickness prevailing on board he is to ascertain, if possible, the cause thereof and to recommend measures for its

To visit Ships of the Fleet.

Unusual sickness prevailing to report thereon.

Conduct and abilities of Assistant Surgeons.

removal; and, whenever he may consider it proper, he is to call upon the Surgeon of the Ship for a written statement respecting any disease that may be prevalent, or of any particular case. He is also to make himself acquainted with the conduct and abilities of the Assistant Surgeons, to enable him, if called upon to point out to the Commander-in-chief on the station, or to the Director-General, those who may be best qualified for any particular service or for promotion.

4.

To examine instruments, medicines, &c.

He is to examine the instruments, medicines, and necessaries on board any Ship; and if he should find them bad in quality, or deficient in quantity, he is to report the same to the Commander-in-chief, and suggest such measures as may be required.

5.

To report general state of the sick of the Fleet.

He is, once every week at least, if the weather and other circumstances will admit of it, to report in the Form No. 1, to the Commander-in-chief, the state of the sick in the Hospital Ship, if there be one with the Fleet, and oftener, if the Commander-in-chief should require it; reporting also to him the general condition of the sick of the Fleet, in the Form No. 2, as far as he shall have been able to obtain information thereof, always sending a duplicate to the Director-General. In his annual report of the health of the Fleet, he will enter, at full length, into the state of the Crews as regards effectiveness in every particular, and into the medical topography of the Station, giving an ample account of any epidemic that may have occurred, or of any disease that may have been unusually prevalent, stating his opinion of its cause. He is to mention in his reports those Ships which, from the unhealthiness of their crews, appear to be least fit for active service, and most in want of refreshments; pointing out to the Commander-in-chief whatever measures he may think necessary for preserving the health of the Fleet, or improving the health of any particularly sickly Ship's Company; and in order that he may be fully informed on these subjects, the Surgeons of the respective Ships are required to furnish him, quarterly, with duplicates of the Nosological Reports forwarded to the Director-General.

6.

To visit Naval Hospitals and Sick Quarters.

He is, when on a Foreign Station, to visit, as frequently as opportunities offer, the Naval Hospitals or Sick Quarters (when not in charge of a Medical Officer senior to himself); and he is to examine particularly into the detail of the following points:—

Treatment, Diet, Comfort of the Patients, and the General Economy of the Establishment. He is also to inquire into the expenditure and condition of the Stores, and the efficiency of the Officers and other persons employed.

Attend surveys.

He is also, when directed, to attend at any survey which may be held there on men supposed to be unfit for the service, and assist the Surveying Officers with his opinion. He is likewise to examine the Agent's accounts, particularly with regard to his Contingent Disbursements, and to transmit to the commanding Officer, and also to the Director-General, a report of the result of each visitation, with such observations thereon as may guide the Admiralty in the adoption of any measures which may be deemed expedient.

Examine agents' accounts, &c.

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7.

He is frequently to communicate with the Director-General on the health of the Fleet, and to state to him every circumstance relating to the Medical Department of which it may be proper that he should be informed. Although detailed accounts are only enjoined to be forwarded yearly, he will, nevertheless, consider it his especial duty to submit all observations and suggestions that may occur from time to time in any way relating to the health of the Ships' crews, for the Commander-in-chief's information, transmitting a copy to the Director-General. To communicate with the Medical Director-General.

8.

When embarked in any of Her Majesty's Ships, a suitable servant shall be assigned to him by the commanding Officer, but no special rating will be created for the purpose. Servant.

§ II.—STAFF-SURGEON AND SURGEON.

1.

When a Staff-Surgeon or Surgeon shall be appointed to any one of Her Majesty's Ships, he is to comply with the following Instructions, and to obey such orders as he may receive from his Captain, the Director-General of the Medical Department of the Navy, the Inspector or Deputy-Inspector General of the Fleet in which he may be serving, or from any other his superior Officer. As soon as the requisite accommodations are completed for the security and safe custody of the stores which are to be in his charge, he is to make applications to the respective Officers at the Hospital or Depôt, for the established supplies of Medicines, Necessaries, Bedding, Clothing, &c., referred to in Scales A and B., affording such information as he may possess relative to the Station for which his Ship is fitting, so that the issues may be regulated agreeably to the established scales. Tea, Sugar, Soap, and Lemon-juice, being in the charge of the Paymaster, are to be demanded from him, with the approval of the Captain, as required; for these and all other supplies not contemplated by Article 21 of this section the Surgeon is to grant receipts quarterly, and to obtain from the Paymaster counterparts, or issue-notes, with his signature thereto, charging himself with all such articles in his account, and transmitting therewith the Paymaster's issue-notes as vouchers, observing that he is not (except on extraordinary occasions, *which are to be particularly stated*), to exceed the proportions allowed by the Scale, for which there can seldom be necessity, since the establishment of the Sick-Mess, as explained in Article 21. On appointment. To apply for medical stores, &c.

2.

He is to provide and keep in proper repair, at his own expense, a complete set of Surgical Instruments, according to the List No. 3; and on proceeding to the Hospital or Depôt, with the requisition for his stores, he is to deliver them to the Surgeon in charge of the Medicines, that he may furnish him with a certificate as to their number and condition; and this certificate he is to transmit with his first annual account. He is frequently to examine the Surgical Instruments of his Assistants, to see that they are in good repair, and in conformity with the established List No. 4, giving a certificate of such inspection, as also of the conduct Surgical Instruments. Assistant Surgeon's Instruments

Certificate to Assistant Surgeon.

of the Assistant at the end of every year, or when he may quit the Ship; but should he see any reasons for withholding such certificate, he is, without fail, to state them fully to his Captain and to the Director-General.

3.

When superseded survey to be held on stores.

When a Surgeon shall be superseded, he is to deliver the whole of the stores in his charge to his successor, by survey, in the Form No. 5, which is to be made out in triplicate, and signed by himself, his successor, and the surveying Officers. One copy is to be transmitted as a voucher to the remains in his final account, another is to be forwarded by his successor with his Annual Account as a voucher to the first charge therein, and the third is to be delivered to the Captain for transmission to the Commander-in-chief, or senior Officer on the Station; observing that the account is always to be closed, when practicable, at the expiration of twelve months, by a survey on the remains, which is also to be made out, and properly signed, in triplicate; one copy of which is to accompany the closed account, one to be delivered to the Captain for the Commander-in-chief, or senior Officer, and the other to be sent with the succeeding account. But should the Ship be paid off, then the whole of the stores are to be returned, the account closed, and the receipts for the quantities returned into Store are to be transmitted with the account together with the Captain's certificate of conduct, for the period, and the other documents referred to in Article 5.

4.

Dispensaries for reception of Medicines, &c., on board Ships.

Dispensaries for the reception of Medicines and Medical Stores being fitted up in all classes of Her Majesty's Ships, the Surgeon will, on application at the Hospital or Depôt, at the Port where the Ship fits out, be supplied with the proper chests, observing that to vessels below the Sloops' rate one chest only is to be supplied; but to those of and above that rate as follows, viz.:—

1st Rates	3 Chests each.
2nd, 3rd, 4th, 5th, and 6th Rates, and Sloops	2 Ditto ditto.

Surgeon responsible for the stores.

Medicine chests not to be struck down in hold or spirit room.

Demands to be made annually for stores.

From one of the chests the contents are to be immediately removed into the dispensary, and the chest itself returned into store, together with the packing cases in which the necessaries were sent on board. The Surgeon will be held responsible for the due care and preservation, not only of the bottles, jars, medicines, and stores in the dispensary, but also for the safety of the chests and their contents, which are to be properly secured in the cockpit, or other safe place, so that he may have ready access to them at any time. The medicine chests are not to be struck down in the hold, or spirit room, nor placed in any situation where they may sustain injury. When the medicines in the dispensary are expended, they are to be replaced from the chests, and the empty bottles and jars returned into the spaces from whence the full ones were taken. Annually, or oftener if necessary, he is to make out demands in the Forms Nos. 6 and 7, showing the quantities remaining, and the quantities required to complete the established proportions according to the scales. These demands when approved by the Captain, are to be taken with the medicine chests, to the Hospital or Depôt, in order that the requisite supplies may be obtained; and to prevent inconvenience

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or delay, demands are to be presented there, if possible, before three o'clock in the afternoon, and stores are not to be returned after that hour. Demands are not to be repeated for medicines, utensils, or necessaries, within a year, nor for groceries within six months, unless the Ship be ordered on detached service, or extraordinary circumstances have caused an unusual expenditure, which are to be reported to the Director-General. Trusses, however are to be completed as often as necessary, and the receipts for those issued are to be transmitted in the Form No. 13, with the annual account. Should any articles of medicine, utensils, bedding, clothing, or necessaries become unfit for use, they are not to be taken credit for, nor returned into store, until a survey, in the Form No. 8, shall have been held upon them, and a report made out in triplicate, specifying the probable cause of their becoming unserviceable. One of these reports is to accompany the articles when returned into store, one is to be delivered to the Captain for the Commander-in-chief, and the other, with the receiving Officer's receipt, is to be transmitted as a voucher to the account in which credit is taken for the articles. Credit will not be allowed for any bedding or utensil lost or expended, or any breakage of the bottles or jars belonging to the medicine chest, unless under unavoidable circumstances, which must be satisfactorily explained to the Director-General.

Groceries demanded every six months.

Trusses.

Medicines, &c., unfit.

5.

Medicines and Medical Stores supplied from a regular establishment are to be accompanied by invoices, on the Hospital Forms Nos. 58 and 59, by which the Surgeon is to examine the several quantities, and, if correct, they are to be entered in the proper columns of his Annual Account (No. 9), which is to be sent to the Director-General, at the expiration of twelve months from the date of the Officer taking charge, or at the time he may be superseded, or when the ship be paid off. The articles supplied are to be administered for the relief of the sick and wounded, and no part of them is to be either wasted or applied to any other purpose than that for which they are intended. On closing the said account, he is to execute the declaration attached thereto, and transmit it with the documents recapitulated in the list at the back thereof, and the necessary receipts for supplies of medicines or stores which he may have been authorized by his Captain to make to other Ships, or to expend on any emergency. If, from unforeseen causes, the medicines or stores should be expended at a time when he cannot have recourse to a Naval Hospital or Medical Depôt, nor procure a sufficiency from another Ship, he is to represent the same to the Captain, who will obtain from the senior Officer present an order, in writing, to purchase such articles as may be necessary, and cannot be supplied from the Ship's stores.

Supply of Medicines, necessaries, &c.

6.

On receiving the order to make the necessary purchases, the Surgeon is to procure the same on just and reasonable terms, seeing that they are good and fit for Her Majesty's Service; and he is to assist the Paymaster in obtaining vouchers, in duplicate, for the quantities purchased, taking care to have all the particulars correctly inserted.

On making purchases.

The medicines so purchased, are, if circumstances will permit, to be

Medicines to be examined.

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examined by the Inspector or Deputy Inspector-General of the Fleet,—should neither be present, by himself and his Assistants, who are to sign a certificate of such examination on the voucher.

Necessaries.

Necessaries, or other articles than medicines, are to be examined by the Master and Paymaster, who are to certify on the voucher to the quality and quantity of the several articles so purchased.

Payment.

Payment of the Medicines, Medical Stores, or Necessaries above referred to will be made by the Paymaster, under the directions of the Captain; and the Surgeon is to send an attested copy of the purchase voucher with his annual account to the Director-General.

7.

Preserved Meats on proceeding to Foreign Stations.

The Paymasters of all Ships proceeding to Foreign Stations are supplied with Preserved Meats, to be issued to such of the sick and convalescents on board as may, in the Surgeon's opinion, stand in need of such refreshment. The Surgeon is, therefore, with the approval of the Captain, to demand of the Paymaster such quantities as he may from time to time require, as in the case of other medical necessaries.

8.

When men are detached on boat service, &c.

Whenever a part of the Ship's company is ordered away in boats on detached Service, or on shore, where they are likely to be exposed to wet or night air, he is to endeavour, by timely representation to the Captain or commanding Officer, to prevent any men from being sent on such duty who may have recently recovered from illness, returned from Hospital, or who from impaired health may be unfit for that service.

9.

Precaution in tropical climates.

Sickness and mortality among Seamen in tropical climates being frequently caused by the nature of their occasional duties on shore, and quinine having been found of great utility as a preventive, the Surgeon is, on all such occasions, to request of the Captain a list of the men who are to be sent on shore to procure wood or water, or on other laborious duty; and should he consider it advisable, he is to recommend for each man, previously to his leaving the Ship in the morning, and on his return to the Ship in the evening, 4 grs. of quinine dissolved in water (see Formula in Appendix), which he is to keep ready. Should any men remain on shore during the night, he is to furnish the Officer commanding them with a sufficient quantity of quinine, mixed in the same proportions, for their use both night and morning; and should he consider it necessary to administer the quinine in an allowance of wine, or spirits, in lieu of water, he will explain this to the Captain, who will give the Paymaster the requisite order for the supply. He is not to give any receipt to the Paymaster, nor to be in any manner accountable for the quantities of wine or spirits so issued, as the Captain will grant the necessary certificate; and he is to observe attentively the subsequent state of health of the men to whom the quinine shall have been thus administered, and to report very fully to the Director-General his opinion of its effects, noting the total quantity of wine or spirits so issued, and under what circumstances, at the conclusion of his remarks at the end of the Journal.

Quinine.

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When from bad weather, or any other cause, the lower deck ports of Ships of the line cannot be opened, and the space between decks becomes replete with moisture and noxious effluvia, he is to apply to the Captain to cause hanging stoves with burning cinders to be distributed between decks, and in the well, or any other of the lower parts of the Ship in which they can be placed with safety, taking care that there is sufficient ventilation to carry off the gas evolved. Airing and ventilation.

When any infectious disease breaks out, or there shall be cause to suspect its existence, he is to adopt, with the Captain's permission, every possible measure for checking its spread, bearing in mind that dryness, cleanliness, and ventilation are the most effectual means for preventing and destroying contagion; and, when it exists, he is to recommend that the bedding and clothes of the men be frequently opened and spread loose in the fresh air, that they may be completely purified; and all persons whose illness he may suspect to be infectious are to be stripped on their entry into the Sick Berth, and if practicable washed with soap and warm water, and supplied with clean linen. The bedding, and the clothes they have recently worn, are to be immersed in boiling water, and washed before they are returned to them. The mattresses, blankets, sheets, &c., appropriated to the use of the sick, are to be kept perfectly clean, and occasionally hung up separately on lines for the purpose of being purified by ventilation. Infectious diseases, &c. Bedding, &c.

11.

Hair mattresses, sheets, linen caps, pillows, clothing, and utensils for patients confined to bed, being allowed, together with soap for washing the persons of the sick, the Surgeon is to see that the patients are kept in a state of perfect cleanliness; and he is not to allow articles supplied for their use to be injured or destroyed. He is to visit the sick at least twice each day, or as much oftener as the respective cases may require; his Assistants are also to visit them from time to time; and he is to leave orders with his Assistants, and with the Nurses, that in the event of any alteration taking place in the state of patients labouring under dangerous diseases, he is to be immediately acquainted therewith, by day or night, in order that no time may be lost in affording the necessary assistance. Cleanliness of patients to be attended to. Visit sick.

12.

As he has charge of the health of so many persons, who, from crowded accommodations, the nature of their diet, the variation of the weather and climate, and numerous other circumstances, are liable to infectious fevers, and various other diseases, as well as to wounds or injuries incidental to their mode of life, the guarding against and counteracting the attendant evils will depend very materially on his own resources and promptitude in applying the most speedy remedies according to circumstances; and as sickness, which in the most favourable situation on shore must in some degree depress the spirits, cannot fail to have similar effects on board ship, it will become his duty to soothe and cheer the minds of his patients by the most humane attention, and all possible consolatory kindness; to listen with patience to all their complaints or grievances, whether real or imaginary, and to show every disposition to Patients to be treated with kindness and attention.

redress them; as this conduct will materially tend to create confidence, to exhilarate the spirits, and thus add to the hope of recovery.

13.

Sick-Berth.

The patients are to be removed, when the Surgeon shall judge it necessary, into the Sick-Berth, which, as well as all persons appointed to attend it, is to be under his immediate direction; and it is to be kept at all times as clean and dry as possible, for which latter purpose, as well as for the comfortable warmth of the patients, a stove, with clear burning cinders is to be placed therein as often as he may think it needful; and, on his request, the Captain will cause him to be supplied with all requisite conveniences, and allow such a number of the Ship's Company as may be proper to attend the sick night and day as Nurses in addition to the established Attendant; and he is to report any negligence or want of attention in the performance of their duty. He is to direct that medicines and proper drink be provided every evening in sufficient quantities to serve until morning; and as drink to the sick, particularly in fevers, is essential to their comfort and recovery, he is to give the most positive directions that the Nurses and Attendants offer it occasionally, when the patients are not asleep, and gently press it upon them according to circumstances.

Extra Nurses.

Medicines and drink for the night.

14.

Patients with ulcers.

Should sloughing ulcer make its appearance on board, the persons so affected are to be kept apart from the rest of the Ship's Company, and as much as possible from each other, in a well ventilated part of the ship; and the strictest attention is to be observed that all removed dressings be thrown overboard, and the foul bandages are immediately to be put into boiling water, for the purpose of destroying contagious or infectious matter, and afterwards properly washed. Every ulcerated patient is to have a sponge to himself, which is daily to be purified in boiling water.

15.

Inspection of the crew, &c.

He is not to confine his attention exclusively to patients in the Sick-Berth, or to those who may be actually sick, but to watch attentively every circumstance that may in any degree tend to affect the general health of the Ship's Company, which he is at all times carefully to observe; and should he suspect the presence of disease or indisposition in any man, he is to examine him minutely, although he may not have made any complaint; and on finding his suspicion well founded, he is immediately to take such steps as may be necessary, in order that the disease may be more speedily arrested, and the communication of it to others be prevented. Upon long cruizes or voyages, when there is not a sufficiency of lemon-juice on board for the whole Ship's Company, he is to ascertain, by inspection, whether any of the men have symptoms of scurvy; and should he discover any who show the slightest symptom of that disease, he is to demand lemon-juice and sugar from the Paymaster for their use, as directed in Article 1.

Long cruizes or voyages.

16.

Care of the wounded.

He is to see that every preparation be made for the accommodation and treatment of wounded men; and, therefore, whenever the Ship

shall be cleared for action, he is, with his Assistants and others appointed to attend him, to repair to the cockpit, or such other place as the Captain shall direct, where a platform and other conveniences are to be provided. He is to instruct all those stationed with him in the use of the tourniquet, causing a sufficient number of temporary substitutes for that article to be made and distributed to the different quarters, and into each of the tops, to be applied as occasion may require; so that the wounded men may suffer as little as possible from the loss of blood, while waiting until he shall be able to attend to them. Tourniquet.

17.

When any dangerous or infectious disease appears, he is immediately to apprise the Captain, for the purpose of its being reported to the Commander-in-chief or senior Officer present; and to communicate with the Inspector or Deputy Inspector-General of the Fleet, if there be either present, on this subject, and on all other points, relative to the health of the Ship's Company, transmitting detailed statements thereof to the Director-General in the Nosological Returns. On appearance of dangerous or infectious disease.

18.

It having frequently occurred that the Crews of Ships returning from Foreign Stations, have, on their arrival in Northern Latitudes, particularly in the winter season, being afflicted with Pulmonary and Rheumatic complaints, and other dangerous diseases, usually occasioned by a sudden change of temperature and deficiency of clothing, the Surgeon is, whenever he learns that the ship is destined to proceed from a warm to a cold climate, to submit the matter to the Captain, and recommend, should it be necessary, the issue of additional clothing, to provide against such contingencies. Change of temperature. Extra clothing.

19.

Every death which occurs on board, on detached service, or of men on leave, is to be reported by the earliest opportunity to the Director-General, and to the Inspector or Deputy Inspector-General of the Fleet, with a particular detail of the circumstances; and in all cases of sudden death, where there has not been any previous indisposition, he is, with the sanction of the commanding Officer, to examine the body, with a view to ascertain the cause of dissolution, a full and explicit report of which is also to be transmitted. Every death to be reported.

20.

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For the better accommodation and comfort of the sick and wounded on board Her Majesty's Ships, a Sick-Mess is to be formed, under the Sick-Mess.

	£	s.	d.
6th Rate	12	0	0
Sloops	8	0	0
Other vessels	6	0	0

On the ship being commissioned, the sum allowed, according to the foregoing scale, for the formation of a Sick-Mess, will be advanced to the Surgeon, by the Paymaster, under the direction of the Captain.

21.

Sick-Mess.

Upon any patient being entered on the Sick-list, for whom a change of diet may be necessary, the Surgeon is to give immediate information to the Paymaster by a note, who is thereupon to stop such person's regular allowance of provisions, and proper diet is to be assigned him on such of the scales in the following scheme as the Surgeon may deem advisable; for which purpose he is to demand from the Paymaster such articles of provisions, &c., as he may consider necessary, including wine or spirits, should the state of the sick require the use of either medicinally; and that Officer is, at the end of each Quarter of a Year, to pay into the hands of the Surgeon such sums as the portion of provisions so stopped from the patients may amount to, at the established prices for savings, except fresh meat, which is to be paid for at "*fourpence per pound*;" and the quantities of the various articles, with the value so paid, he is to include in the usual List of Savings, as made by the Sick-Mess.

Scale of Diet.

Whilst amply providing for the comfort and subsistence of those to whom the ordinary naval ration is unsuitable, Surgeons are required to guard against any profuse expenditure, or unnecessary indulgence, and to adhere, as closely as practicable, to the Scale of Hospital diet.

A SCHEME of DIET for the Sick on board Her Majesty's Ships (daily), viz. :—

	Full Diet.	*Half Diet.*	*Low Diet.*
Soft Bread (when procurable)	1 lb...	... 12 oz...	... 8 oz.
Beef	1 ,, ...	... 8 ,, ...	... none.
Vegetables (when procurable)	1 ,, ...	... 8 ,, ...	... none.
Broth	1 pint	... 1 pint	... ½ pint.
Barley for ditto	12 drachms	... 12 drachms	... 6 drachms.
Or Rice, in lieu of Barley	10 ,,	... 10 ,,	... 5 ,,
Pot Herbs (when procurable)	24 ,,	... 24 ,,	... 24 ,,
Salt	8 ,,	... 8 ,,	... 8 ,,
Vinegar	16 ,,	... 16 ,,	... none.
Tea	3 ,,	... 3 ,,	... 3 drachms.
Sugar	14 ,,	... 14 ,,	... 14 ,,
Milk (when procurable)	½ of a pint	... ½ of a pint	... 1 pint.
Wine	at the discretion of the Surgeon.		
Cocoa (as a substitute for Tea)	1 oz...	... 1oz...	... 1 oz.

N.B.—Preserved Meat, referred to in Article 7, and such articles of the men's daily allowance as the Surgeon may deem advisable, are to form part of the Diet for the Sick.

22.

Sick-berth fund.

The Surgeon is to charge himself with all sums of money which he may receive, whether from the Sick-Mess Fund, from the Paymaster for stoppages, or otherwise, and with which he is to purchase such stock

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and extra articles as he may consider necessary for the comfort and cure of the sick, and as are not supplied from other sources, taking care that the expenditure be limited to the amount in hand; and as there is a prescribed allowance of medicines for each Ship, which is found, under ordinary circumstances, to be sufficient, other medicines than those included in the established scale are only to be purchased out of the fund when really necessary. He is to observe that no issues of tea, sugar, or other articles in the Scale B, will be allowed beyond the proportions therein specified, except under very particular circumstances, a detailed statement of which is to accompany the account in which credit is taken for the expenditure. In all rates in which they are allowed, he is to select (subject to the Captain's approval), proper men, of good character, for the rating of Sick-Berth Steward, Sick-Berth Attendant, and Assistant Sick Berth Attendant, whose duties will be to attend exclusively on the sick, without being called away at any time by the other ordinary duties of the Ship, unless by the order of his Captain or commanding Officer, in case of emergency. If the Surgeon be satisfied with the way in which the Sick-Berth Steward and Attendants have performed their duties, he may grant them certificates to that effect, approved by the Captain.

Sick-Berth Steward. Sick-Berth Attendant.

23.

The Surgeon is to deliver to the Captain a Quarterly Statement of his receipts and disbursements of Sick-Mess Fund money, checked and countersigned by the Paymaster, with vouchers for his payments, and the balance in hand is to be carried to the debit of the next quarter's account, or paid over by the Surgeon to his successor, as the case may be. If the Ship should be paid off, the balance is to be invariably delivered by the Surgeon, with the certificate of the amount, into the hands of the Paymaster, who will give a receipt for the same, and debit himself therewith in his Cash Account; but should there not be any balance for the Paymaster to receive, he will make a notation to that effect at the foot of the Account, and produce a certificate from the Surgeon in support thereof. At the end of every annual or final account, the Surgeon is to forward to the Director-General an abstract, in the Form No. 14, together with Vouchers, to show the amount received and expended, and the articles purchased by him for the Sick-Mess in each quarter, together with the receipt of his successor, or, should it be a final account, of the Paymaster, for the balance; and all articles purchased, excepting provisions, are to be taken on charge,—and those that are serviceable on the Ship being paid off, are to be delivered into store, for future use. It is expected that not less a sum will be returned on the paying-off of the Ship than was advanced on the Ship being com-

Quarterly Statement of receipts and disbursements.

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by the Surgeon in the same manner as the sick belonging to his own Ship, and to be put upon such diet as he shall judge proper.

25.

When Officers or Men are unfit for further Service.

When any of the Officers or Men, from the general state of their health, or the particular nature of their hurts or diseases, may be considered no longer fit to serve in Her Majesty's Navy, the Surgeon is to report them to the Captain that they may be surveyed; but he is to be very careful not to suffer himself to be deceived by any who may feign complaints for the purpose of obtaining their discharge from the Service.

Invalids.

When invalids are sent to a Hospital, to await a conveyance, or when they are sent direct on board a Ship for a passage to England, a concise statement of each case, detailing the medical treatment to the period of their being discharged, is to be delivered to the Surgeon of the Hospital, or of the Ship in which they are embarked, that it may be given to the Officer of the Hospital or the Surgeon of the Flag or other Ship into which such invalids shall be finally discharged.

Officers invalided.

When Officers are invalided from Foreign Stations, the Surgeon of the Ship in which they served is to deliver to each a detailed statement, sealed up, of the commencement and progress of his complaint, where it can be done, or he may send it by the first opportunity to the Secretary of the Admiralty, noting on the cover, "For the Director-General, Medical Department."

Diseases or hurts to be specially reported.

Cases of disease or hurts which may constitute a claim hereafter for a pension, are to be specially reported, noting particularly whether the disease or injury originated in the line of actual duty which is indispensable for the proper adjustment of those claims, and a timely attention to which will save much trouble and correspondence.

26.

Necessaries for invalids in passage home.

The necessaries and other articles supplied for the use of invalids embarked for passage home, to the amount specified in the following scale, according to the Station, are to be exclusively appropriated to their use; and if any remain unexpended when the invalids are discharged, they are, with the empty packages, bottles, and jars, to be returned into store. A receipt for these stores, together with a statement showing the total quantity of the several articles received, expended, and returned (distinct from his annual account of medicines, &c.), and a list of the invalids originally embarked in the Form No. 15, he is immediately to transmit to the Director-General; and, should any have died during the passage, he is also to transmit the original cases received with them, accompanied by a detail of the symptoms and mode

27.

When men can be conveniently cured on board, they are not to be sent either to a Hospital, Hospital Ship, or Sick Quarters; but if labouring under infectious diseases, or if the nature of their wounds or complaints render their retention on board dangerous to others or injurious to themselves, or if the number of the sick and wounded be so great as to prevent their receiving proper attendance, they are to be sent to Hospital as soon as possible. Whenever, therefore, it becomes necessary to send patients out of the Ship to a Hospital, the Surgeon is to inform the Captain or commanding Officer, who will, without delay, give the requisite orders for preparing their pay and sick vouchers, noting upon the latter whether the patient had been victualled on board for that day or not, and inserting in both an inventory of each man's effects. The effects are to be carefully tied up, and marked with the name of the Ship and the owner, in readiness to be put into the boat with him, observing particularly that the arms and accoutrements of Marines are not to be sent with them to Hospitals on Foreign Stations. The Surgeon is also to give as early information as possible to the Resident Superintendent, or to the Chief Medical Officer, of the number of patients intended to be sent to the Hospital, and the probable time at which they will be disembarked, in order that due preparation may be made for their reception. An Officer, accompanied by the Surgeon, or one of his Assistants, is to be sent with the patients to see that they are properly received at the Hospital or Sick Quarters, and that they are conveyed thither with as little inconvenience as possible; and should two boats be required, the Medical Officer is to be in the one with the worst cases, in order to afford ready relief on the passage. A detailed statement, sealed up, is to be delivered with the men at the Hospital, showing the manner in which they were first seized, the nature and progress of their disorders, the means used for their cure, and stating if there be reason for suspecting any of their complaints to be feigned.

Men when to be sent to Hospital.

Effects to accompany them.

Due notice given of the number to the authorities.

Attended by a Medical Officer.

A detailed statement, &c.

28.

Every Surgeon from whose Ship any men shall have been sent to a Hospital is, during his stay at the port, to visit them as frequently as the Captain may direct, previously ascertaining from the Medical Officer under whose care the patients may be, the propriety of doing so, in order to determine whether any of them be so far recovered as to return to their Ship; in which case, he is to inform his Captain.

Men sent to Hospital, to be visited.

29.

By a standing regulation at the Naval Hospitals, a signal is to be made whenever an operation is about to be performed. The Surgeons of Her Majesty's Ships at the Port will therefore observe that they are

When an operation at an Hospital about to be

necessary for the comfort and accommodation of his patients. He is also to report particularly if there be any whose diseases are infectious, in order that they may be sent out of the Ship; or if that cannot be done, that they may be separated from the other patients, and from the Ship's Company; and every possible precaution is to be taken to prevent the progress of the disease. Whenever the name of any person is inserted in the Sick-Book for a wound or injury, the part of the body injured is to be stated, and, if possible, how the wound or injury was occasioned.

Sick-Book to be copied into Journal.

When the Journal is completed he is to copy his Sick-Book into the Form provided at the end of the Journal, arranging it alphabetically, according to specimen given in the Appendix to these Instructions.

31.

Nosological Returns.

He is to forward to the Director-General, a Nosological Return, Form No. 10, of the state of the sick, properly filled up and signed by himself, subjoining thereto, under the head of Remarks, a full and comprehensive account of the several diseases, the state of the weather and climate, and the average height of the thermometer, and he is also to detail every other circumstance that may have had an influence in promoting health or generating sickness in the Ship's company; these returns are to terminate on the 31st March, 30th June, 30th September, and 31st December; and, before being transmitted to the Director-General, they are to be submitted to the Captain for his information. In each return a list is to be given of men to whom pension-certificates may have been granted during the period; or should there not have been any granted, a notation to that effect is to be made thereon. In the event of a continuance of any prevailing sickness when abroad, whether of an endemic or epidemic nature, or whether originating from contagion, or peculiar constitution of the atmosphere, the return is to be sent monthly, or as often as opportunities may offer. If there should be an Inspector or Deputy Inspector-General of the Fleet on the Station, a copy of every Nosological Return is to be transmitted to him; and upon the arrival of the Ship in England from abroad, or from a cruize, a return is to be immediately transmitted to the Director-General, which is not to supersede or in any manner interfere with the returns ordered to be made at the regular stated periods. The Surgeon is also to furnish the Captain, or commanding Officer, weekly, and at such other periods as he may direct, with a return of the sick on board, in the Form No. 16.

Quarterly.

Monthly.

Weekly return of sick to Captain.

32.

Journal of practice.

He is to keep a rough and a fair journal of his practice, in the Form No. 11, transmitting the latter to the Director-General, made up to the 31st of December of each year; but should the Medical Officer take charge within three months of the expiration of the year, he is to transmit his Journal completed to the 31st December of the following year, taking care that the Nosological Tables at the end of the Journal are drawn up as follows:—Table No. 2, is to contain all cases of sickness occurring previously to the 31st of December of the first year; Table 3, is to include all cases occurring during the subsequent year. In the event of the Medical Officer being superseded, or the Ship being paid off, the Table No. 3, is to contain all cases occurring between the 1st of January and the date of his giving up charge.

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In his Journal he is to give the daily symptoms of particular cases, including all those sent to Hospital, as well as cases of death and invalids, and under the head of General Remarks, a history of the complaints that prevailed in the Ship during the period of the Journal. If any malignant or infectious diseases shall have made their appearance, he is to endeavour to trace them to their source, to account for their introduction, and explain the means used for destroying the infection and preventing their re-appearance.

Daily symptoms.

Malignant diseases.

In Table No. 1, he is to insert the names of persons who have received wounds or hurts which may partly or wholly disqualify them for the Public Service, or subsequently, in any way, interfere with their earning a livelihood, specifying those to whom pension certificates have been given.

Names of persons wounded, &c.

He is further enjoined, at all times, to keep his fair Journal in such a state of forwardness, that, in the event of any sudden accident to himself, it may be sent as above directed.

Journal to be kept up.

33.

He is to advise all the men who have not had small-pox, or who have not been satisfactorily vaccinated, to be vaccinated; and the progress and effect of vaccination, and the prevalence of small-pox ought to constitute prominent topics of remark. Directions have been given that a column shall be appropriated in the Description-Books for the purpose of noting against every man, whether he has had the small-pox, or been vaccinated; he is to make a corresponding note on the cases sent to the Hospital, with the men referred to in Articles 25 and 27 of this section.

Vaccine innoculation.

Notation to be made.

34.

When directed by the Captain or commanding Officer to inspect men newly received, he is not only to examine their persons very carefully, to ascertain whether they are fit for the Service, but he is also to inquire very particularly as to the circumstances in which they may have recently been, for the purpose of judging whether there be any risk of their bringing an infectious disorder into the Ship. He is also to ascertain whether they are pensioned on Greenwich Hospital, and if so, to represent it to the Captain. When men are received on board from a Rendezvous or Receiving-Ship, who are unfit for the Service, he is to report, in writing, to the Captain, his reasons for deeming them so, in order that he may adopt the measures directed by his instructions. The following are the directions for examining Men and Boys for the Navy:—

Inspection of newly-received men.

1st. The external characters of a sound constitution and efficient limbs may be briefly stated, viz., a tolerably just proportion between the Trunk and the different members of the Body—a Countenance expressive of Health, with a lively Eye—Skin firm and elastic—Lips red—Teeth in good condition—Voice strong—Chest capacious and well formed—Belly lank—Limbs muscular—feet arched, and of a moderate length—Hands rather large than small.

Directions for examining men and boys.

The reverse of these marks of a good constitution and efficiency, may be considered to indicate infirm health or inefficiency.

2nd. Every Man or Boy is to be undressed before inspection; and the following enumeration of the more common causes for which a man or boy should be rejected, when any of them exist to such a degree, as will

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immediately, or in all probability may at no very distant period, impair his efficiency, is to be most particularly attended to by the Surgeon who makes the inspection :—

Causes for which a man or boy should be rejected.

I. A feeble Constitution arising from imperfect development, or weakness of the Physical powers of the body, or from Chronic Disease, Wounds, or Injuries.

II. Disordered Intellect, or Mental Imbecility ; Epilepsy.

III. Defective Vision of both Eyes, from whatever cause, and Fistula Lachrymalis. (The loss of one Eye, if the Man be otherwise sound, is not to be considered an objection.)

IV. Deafness, or purulent Discharge from the Ears.

V. The loss of so many Teeth as will materially interfere with mastication.

VI. Purulent Expectoration, severe Cough, or other well-marked symptoms of Consumption ;—Asthma, and Chronic Bronchitis.

VII. Organic disease of the Heart, or Aneurism.

VIII. Distortion of the Spine, from Injury ; but slight deviation from the mesial line, from natural causes, is not to be considered as an objection, unless there be considerable deformity.

IX. Paralysis, either partial or general ; Fractures (if they materially impair the strength of the Limb) ; Permanent contraction, or Rigidity of the larger Joints ; Mutilation, especially of the Hands ; Deformity, or Lameness, from Gout or Rheumatism. Fractures received in the Service, which have united, without much shortening of the Limb, (not more than an inch,) are not to disqualify a man, if he be otherwise serviceable.

X. Rupture ; Stricture of the Urethra, (but Instruments are not to be introduced unless Stricture be suspected ;) Chronic enlargement of the Testicles ; Hemorrhoidal Tumours.

XI. Varicose Veins, if they are large and impair the strength of the Limbs, require bandaging, or interfere with the free motion of any part of the Body.

XII. Old Ulcers, or large unsound Cicatrices ; Scrofulous enlargement of the Glands of the Neck.

XIII. Chronic Eruptions of the Skin, or Scalp ; Simple Cutaneous Eruptions, such as Psora, are not to be considered as objections, though they are to be reported, and the men are to be placed under Medical Treatment.

35.

Pension Certificate for men wounded and hurt.

By the Regulations for Her Majesty's Service at Sea, it is directed that Subordinate and Warrant Officers, Petty Officers, Seamen, Marines, and others on Sea-Pay, shall be entitled to Pensions or Gratuities when Wounded or Hurt in the Service so as to disable them from continuing therein ; when, therefore, any one of the above-named persons shall receive an injury which unfits him for the Service, the Surgeon is, without delay, to acquaint his commanding Officer with all the particulars, in order that a Pension Certificate may be made out, which, when it is signed by the commanding Officer, a Lieutenant, the Master, the Surgeon, and the Paymaster, is to be delivered to the person, *before he is discharged from the Ship*. The Surgeon is to mention in the Certificate (Form No. 12) the nature of the injury, and the manner in which it happened. Certificates are not to be granted for Rupture unless the man shall make

Rupture.

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application to him, or his Assistant, immediately after the accident; and in that case the circumstances by which the Rupture was occasioned are to be accurately stated, with the date on which it occurred; and, in addition to the usual signatures, the certificate is to bear that of any Officer who may have witnessed the accident, and is to be dated on the day, or at latest the day after, it shall have been reported.

36.

Letters and official communications to be submitted to the Captain.

Every Surgeon or Assistant-Surgeon serving on board any of Her Majesty's Ships is, previously to his sending any letter or communication relative to his public duty to the Admiralty, or to the Director-General, to submit the same to the Captain of his Ship, who is to note thereon his approval, or such observations as he may think necessary, observing that all letters for the Director-General are to be sent under cover to the Secretary of the Admiralty with the words "Director-General of Medical Department," written in the left-hand corner.

37.

To report joining.

Every Surgeon and Assistant-Surgeon is to give immediate information to the Secretary of the Admiralty of the day on which he shall have joined or quitted any Ship; and every such Officer being unemployed is, during peace, to report his address on the 31st December; and in time of war, on 31st March, 30th June, 30th September, and 31st December in each year, and also as often as he shall change his abode, in order that his residence may be known; and should he at any time be in London for the purpose of taking up an appointment, or, on being superseded, or paid off from a Ship, he is without fail to report himself personally to the Director-General.

Change of residence.

Director-General.

38.

Unusual expenditure of medicines or stores.

Whenever any unusual expenditure of medicines or stores, or departure from the regulations, orders, or instructions, or, in short, whenever anything out of the common course shall occur, he is to attach an explanation thereof to the account for the period during which the same may occur, otherwise when the proper period arrives his name will not be placed on the Half-Pay List.

39.

Obedience of directions from the Medical Director-General, &c.

He is to obey all directions which he may at any time receive from the Director-General, or the Inspector or Deputy Inspector-General of the Fleet, relating to the administration of medicines or the treatment of the sick; and to furnish such information, as may from time to time be required respecting the patients under his care, and the means adopted for their cure. He is also to communicate his observations upon any points that he may consider beneficial to the Service, and to propose such measures as he may think likely to conduce to the health and comfort of those under his immediate care, as well as of Seamen in general.

40.

Medical Topography of Foreign Countries, &c.

As many favourable opportunities are afforded to the Surgeons of Her Majesty's Ships on Foreign Stations for obtaining a knowledge of the medical topography and course of the seasons of the Ports and Countries which they visit, of the most prevalent diseases, and the

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general method of treating them, together with the history, properties, preparations, and uses of the medicinal plants or productions, their particular attention is required for the attainment of competent information on these interesting points, to which it is expected that their most zealous exertions will be devoted, as well for the purpose of benefiting the scientific branches of the profession, as for exhibiting a laudable example to their Assistants, to whom this injunction is likewise directed, and from whom an equal degree of attention will be expected.

41.

To guard against the introduction of any prevalent disease into the Ship.

It being an essential part of the Surgeon's duty to represent to his commanding Officer whatever may be likely to prove detrimental to the health of the crew, and thereby impair the efficiency of the Ship,—he is, should there be any disease prevalent at the place where the Ship may be to acquaint the Captain thereof, so that measures may be adopted to guard against its introduction amongst the Ship's company.

§ III.—ASSISTANT AND ACTING ASSISTANT-SURGEON.

1.

To make themselves acquainted with the Surgeon's instructions.

Assistant and Acting Assistant-Surgeons on board Her Majesty's Ships are to make themselves acquainted with the foregoing Instructions for Surgeons, and to comply therewith at all times in so far as may relate to their duties.

2.

Certificates of conduct.

An Assistant or Acting Assistant-Surgeon is to send to the Director-General at the end of every year's service, and also on quitting a Ship, a certificate of conduct signed by the Captain; and a certificate to the same effect from the Surgeon, stating also that he has furnished himself with the instruments required, and that they are in complete order; and he is to observe that if he do not *regularly* transmit such certificates, in original, *at the periods required*, the omission will be regarded as an objection to his promotion, and to his being placed on the Half-Pay List when paid-off.

Appendix, 130.

3.

Acting Assistant-Surgeons confirmed.

Acting Assistant-Surgeons are not confirmed to the rank of Assistant-Surgeon until they produce satisfactory certificates after serving one year.

4.

Senior Assistant Surgeons on board.

In the absence of the Surgeon, or in Ships where no Surgeon is borne, the senior Assistant-Surgeon on board is to observe and follow the instructions for that Officer.

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Chapter LIII.

INSTRUCTIONS FOR PAYMASTERS.

Paymasters' instructions.

For such directions as are necessary for the guidance of Paymasters, and which may not be contained in this book, those Officers, and others to whom they may directly or indirectly appertain, are to be governed by the "Instructions for Paymasters of the Royal Navy," embodied in a separate volume under the same date as these Instructions.

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Chapter LIV.

INSTRUCTIONS FOR ENGINEER OFFICERS.

I. *Inspector of Machinery Afloat.*
II. *Chief Engineer.*
III. *Engineer and Assistant Engineer.*

---

§ I.—INSPECTOR OF MACHINERY AFLOAT.

1.

Inspector to superintend machinery and visit Ships.

Under the direction of the Commander-in-chief or senior Officer, he is to superintend generally all matters connected with Steam Ships attached to the Squadron, and he is to visit any Ship having machinery on board, whether steam or other, when ordered.

2.

To enquire into nature and cause of defects arising in the machinery and report to Commander-in-chief.

In the event of defects arising to the engines and boilers of any Ship, it will be his duty, on such casualties being reported, to inspect the machinery or boilers, &c., to ascertain the cause, if possible, and to point out the steps necessary to be taken under the circumstances, and the readiest mode of effecting the repair, reporting to the Commander-in-chief, or senior Officer, the nature and extent of the derangement, and stating whether any or what assistance may be required for the repairs; and he is, by personal inspection, to satisfy himself of the actual state of the machinery and boilers, before in any case he report to the Commander-in-chief or senior Officer, that repairs cannot be effected by the means at the disposal of the Squadron, and that it is necessary for the ship to return to port.

3.

To report upon the description of coal, fuel, &c., used.

He is from time to time to submit to the Commander-in-chief or senior Officer, to call for reports from the commanding Officer, and chief Engineer of each Steam Ship, as to the nature and description of fuel used on board their Ship; and he is to ascertain, and report for the information of the Controller of the Navy, the results, as exemplified by actual trial, of the relative value of the different descriptions of coal or artificial fuel, as to economy, stowage, and power of generating steam.

4.

To apply to Commander-in-chief when he wishes to call for indicator diagrams.

He is to submit from time to time to the Commander-in-chief or senior Officer, to call for indicator diagrams, and any information which may be necessary, in order that he may satisfy himself as to the working condition of the engines of each Steam Ship.

5.

Quarterly inspection of machinery.

He is to inspect once in each quarter, or oftener if necessary, the engines, boilers, and machinery of the Steam Ships under his superintendence, and he is to transmit, through the Commander-in-chief, to

the Secretary of the Admiralty, for the information of the Controller of the Navy, a return in the Form given in the Appendix, showing the full particulars relative to the state of the engines and boilers of each Ship, accompanied with such observations as he may have to offer. On these inspections he is very carefully to examine the engine-room registers, and Engineers' expense-books, and to report to the Commander-in-chief, or senior Officer, any neglect he may discover in properly recording all the information required to be inserted in the register, and any undue or excessive expenditure of stores. The dates of his inspections are to be noted on the first page of the register, and signed by him.

Appendix, 79.

Dates of inspection to be noted in register and signed by inspector.

6.

When the Commander-in-chief or senior Officer shall think fit to forward for his perusal the periodical or other reports from Steam Ships, —such for example as the quarterly return of the state of the hull and machinery, logs, list of defects, or demands for stores,—he is to return them as soon as possible to such Commander-in chief or senior Officer, with any remarks or suggestions he may have to offer thereon.

To make remarks on returns from steam ships if called for.

7.

He is to take every opportunity of ascertaining the capabilities of the Chief and other Engineers, to enable him to point out, when called upon, those who may be best qualified for any particular service or for advancement.

Qualifications of the Engineers to be ascertained.

8.

He is to propose to the Commander-in-chief, or senior Officer, for his consideration, or for transmission to the Admiralty, as the case may require, any measure which, in his opinion, may conduce to economy, efficiency, and improvement of the Steam Marine.

To propose any improvements that may occur to him.

§ II.—CHIEF ENGINEER.

1.

A Chief Engineer, when first appointed to a Steam Ship, is very carefully to examine every part of the machinery and boilers, and if he discover any defects in them he is to report the same to his commanding Officer. In the event of circumstances rendering it impracticable to make the examination at the time charge is assumed, a report is to be made to that effect, but the regulation is to be complied with as soon as the exigencies of the service will admit. He is to use all possible diligence in making himself acquainted with the construction and age of the engines and boilers, with the nature and extent of the repairs (if any) which they have undergone, and the date of the most recent,—and with such other facts as may be necessary to afford him a thorough knowledge

Chief Engineer on joining a Ship to examine the machinery, &c.

When such examination cannot be made.

To make himself acquainted with

3.

Defects.

Appendix, 101.

When making out lists of defects that cannot be made good on board, he is to take care not to exaggerate their importance, and to satisfy himself that their nature is such that they cannot be made good by himself and the persons under his immediate control.

4.

Stores to be taken on board.

He is to take care that every article of the establishment, and all the spare gear belonging to his department, be received on board before the Ship proceeds to sea; and that the stores and gear be so arranged that no delay or inconvenience may arise whenever they may be required.

5.

To take charge of all Engineers' stores and tools.

He is to take charge of all Engineers' stores and tools, to keep the accounts of the receipt, expenditure, and remains of stores, to be responsible for the due care of them, and to render the accounts at the proper time.

6.

Expenditure of coals and other stores to be attended to.

He is to attend to the expenditure of coal, oil, and tallow, and to practise the greatest economy in the consumption of these and other articles, consistent with the efficient working and due preservation of the engines, taking care that they are only used for the purposes for which they have been issued.

7.

Engine-room register.

Appendix, 128.

He is to keep the engine-room register, and is carefully to fill up the columns therein at the intervals stated in the several headings. In the column of *Remarks*, he is to insert the particulars of all stores supplied to other Ships, or for other purposes than those connected with the machinery, —the quantity of coals, oil, tallow, and oakum taken on board,—the Ship's draught of water, and the immersion of the paddle-wheels or screw, immediately before proceeding to sea,—the time of leaving, and arriving in, port,—together with every other occurrence relating to the working of the boilers and machinery, and the easing and stopping of the engines. The Engineer in charge of the watch is to certify, by the initials of his name, the correctness of the entries made in the register for the period of his watch; and each day's proceedings are to be verified by the signature of the Chief Engineer. The register (having previously been given to the Master for that Officer to copy from it, the particulars required for the Ship's log-book), is to be laid before the Captain every day soon after noon. The book, when complete, is to be delivered to the Captain, for transmission to the Admiralty.

For notations in Ship's log.

When complete to be sent to the Admiralty.

8.

Care of boilers and examination of boiler tubes.

He is to cause the boiler tubes, and all other parts of the boilers exposed to the action of the fire, to be swept and thoroughly cleansed as soon as possible after the fires are drawn: and he is to report to his commanding Officer the necessity of easing the engines for the purpose of brushing out the tubes at sea, when a falling off in power is attributable to an undue deposit of soot. He is to be particularly careful to inspect the boilers after steaming, and to employ every judicious measure for removing incrustation and sedimentary matters without loss of time.

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9.

When the steam is up, and the Ship under way, he is to take care that the operation of blowing off from the surface cocks be continuous. During every watch, and even more frequently if necessary, he is to examine the water in each of the boilers, to ascertain its saltness. He will be guided in his judgment by the indications of the thermometers and hydrometers supplied by the establishment for that purpose: observing that if the thermometer when immersed in the brine drawn from the boilers, should indicate a higher boiling point than 215°, in the atmosphere, or should be at a higher degree than from two to three times that of sea water, by the hydrometer, there is danger of undue incrustation. In such a case, in addition to the surface blow off, he is to use the bottom blow off at intervals, so as to prevent the possibility of permanent injury to the boilers.

When steam is up precautions to be observed.

Blowing off.

10.

When the Ship is in harbour, or cruising with the boilers empty, he is to cause them to be kept dry and warm,—the mudhole doors being taken off for that purpose,—either by the use of a stove brought to the respective boilers, or by lighting a gentle fire in the ash-pits. All accessible parts of the boilers are to be frequently inspected and always kept clean; the lower parts are to be coated with red and white lead or other protecting substance, as well as the bottoms of the ash pits.

Boilers to be kept dry in harbour, or when not under steam.

To be frequently inspected.

11.

Water is not to be allowed to pass down upon the boilers from the deck, and wet swabs or other wet substances are not to be placed on them. Care is also to be taken that water-tanks, coals, or other heavy articles be on no account permanently placed on the part of the deck immediately over them.

Preservation of boilers.

12.

He is to take care that the spaces at the back and sides of the boilers are, at all times, kept quite clear, in order that no inconvenience may be experienced in cleaning the boilers: and on no account is he to allow anything combustible to be placed on the top of the boilers, or in contact with them. Every possible precaution is to be taken to prevent the clothing of the boilers being set on fire.

Cleaning the boilers.

Combustible articles not to be placed in contact with them.

13.

More than ordinary attention is necessary on the part of Engineers employed in Ships fitted with high-pressure tubular boilers, both in maintaining the proper height of water, and, by adequate blowing off, in keeping the degree of saltness below that which, in low-pressure boilers, would do no serious injury. Even when full speed is required, these matters must be regarded as of paramount importance, for any neglect may cause an amount of permanent injury to the boilers which would far outweigh the temporary advantage of a slight additional speed. The most careful and frequent attention is required to ascertain with accuracy the degrees of saltness which the water has acquired, and which, at its utmost limit, should not exceed twice that of sea water. When

High pressu tubular boilers, precautions when used.

Reducing saltness in the waters changing i

or, at starting, admitting the full quantity of steam to the engines, will always be necessary to keep a high-pressure tubular boiler in a proper state of preservation, and in effective working order.

14.

High pressure boilers not to be emptied by blowing them out—water to cool first.

He is not to allow high-pressure boilers to be emptied by blowing them out, as such a practice causes them to become leaky, owing to the unequal contraction occasioned by cold air passing through the tubes; and even with low-pressure boilers, whenever the service will admit thereof, the water is to be allowed to remain until it becomes cool before the boilers are emptied.

15.

Bearings when oil is to be used.

He is to take care not to continue the use of water to the bearings up to the time of stopping the engines; but, for a short time previously thereto, oil is to be exclusively used.

16.

Paddle-wheels coated afresh.

Turning of the engines, if at anchor any time.

When the Ship arrives in harbour, he is to cause such portions of the iron rims and arms of the paddle-wheels as have become bare to be coated afresh with coal tar or red lead paint; and if the ship should remain at anchor any length of time, the engines are to be turned partly round every day, and a notation to this effect is to be inserted in the engine-room register.

17.

To avoid accidents, when paddle-wheels are turned.

To avoid accidents, paddle-wheels are never to be turned while men are in them, and men are on no account to be permitted to go into or remain in them when disconnected, except when they are effectually secured by a bar being passed through them, or by a secure lashing, or by some other simple mode, the efficiency of which can be judged of by any seaman. The winch handles of the turning gear are always to be unshipped directly after moving the wheels.

Moving the engines.

In moving the engines by the turning gear, care is to be taken that the link motion be set at the dead point, so that the slide valves shall not be put in motion by the eccentrics; and, in order that the valves may be easily moved by the ordinary starting gear, daily, they should be examined, and cleaned at the end of every voyage.

18.

If orders are received, tending to injure the machinery.

He is respectfully to represent to his commanding Officer, or to the Officer of the watch, anything which may be done, or ordered to be done, tending to injure the machinery or boilers, but he is on no account to disobey any order he may receive from his commanding Officer.

19.

Conduct of junior Engineers and Leading and other Stokers under his control.

The Leading and other Stokers are to be under the immediate directions of the Engineers of the respective watches, and the Chief Engineer is to be responsible for the general decorum, good order, and cleanliness of the engine-room. He is to see that the junior Engineers and the other persons employed under his control perform their duties with promptitude and to the best of their abilities.

20.

Engineers not to be absent from engine-room during watch.

The senior Engineer on duty is not to be absent from the engine-room at any time during his watch; but when there is more than one Engineer on duty, the necessary reports to the Officer of the watch are to

be made through the junior, or,—if there be good reason for his not leaving the engine-room,—through one of the Stokers or other proper and trustworthy messenger. When going into, or out of, harbour, or through any intricate channel, or when performing any evolution, where special care is requisite in executing with promptitude the orders given from the deck, the Chief Engineer is to attend himself in the engine-room, and he will be responsible for the due fulfilment of the duties there. He is, moreover, to visit the engine-room repeatedly, at all other times during the day, and at any time either by day or night, when his presence and services may be rendered necessary by any accident or other cause.

Particular cases when Chief Engineer is always himself to attend at the engine-room.

To visit engine-room repeatedly.

21.

He is to cause the temperature in the coal boxes to be ascertained once at least during each watch, whether at sea or in harbour, and the result to be reported to the Officer of the watch.

Temperature in coal boxes.

22.

The Chief Engineer of a Ship in which an inexperienced Assistant Engineer, or more than one, may form part of the complement, is to make arrangements that all important matters of engine-room duty shall be superintended by himself, or by one of his Assistants in whom he can place confidence, and not left to the care of persons who, for want of experience, cannot be relied on with safety. He is to take every opportunity of instructing the inexperienced Assistants in the duties of the engine-room, and of giving them, on suitable occasions, the requisite practice to enable them to acquire manual dexterity, and to become efficient Engineers.

To superintend himself all important matters.

Inexperienced Assistants to be instructed.

23.

Whenever a distilling apparatus is fitted on board a Steam Ship, he is to take charge of it; and he will be held responsible for its being taken proper care of and kept in good repair.

Distilling apparatus.

24.

He is to supply coals to the Ship for culinary purposes, taking a receipt for the same from the Paymaster at the end of each quarter, or, in the case of the removal of the Paymaster, to the date of such removal.

Coals supplied for culinary purposes.

25.

The Chief Engineer will, under the directions of the Captain, consider it an important part of his duty to instruct in the use of the several parts of the engines and boilers, and the practical working of the machinery, the Commission and subordinate Officers of the Military branch, should the former desire to avail themselves of his instruction; but, with regard to the latter, the acquisition of such knowledge is imperative.

Chief Engineer to instruct Officers in steam.

§ III.—ENGINEER AND ASSISTANT ENGINEER.

1.

The Senior Engineer Officer on board, in the absence of the Chief Engineer, or in Ships where no Chief Engineer is borne, is to observe and follow the instructions for that Officer, and to consider himself responsible for the care and proper working of the engines and all parts connected with them.

When no Chief Engineer is on board the Senior Engineer Officer to act.

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2.

Engineers and Assistant Engineers to carry out all orders received from superiors.

The Engineers and Assistant Engineers are, at all times, faithfully and zealously to carry into execution the orders and directions they may receive from the Senior Engineer Officer on board, or other their superior Officers, for Her Majesty's Service; and they are, whether on board or on shore, so to conduct themselves as to command that respect and consideration to which they are entitled by their position in the service, and by the important duties devolving upon them.

3.

Duties of Senior Engineer in charge of the watch.

The Senior Engineer in charge of the watch is not to fail to acquaint the Chief Engineer the moment he discovers anything going wrong with the machinery or boilers; he is to attend very particularly to the expenditure of coals, oil, tallow, and other stores, and to see that they are not wasted;—to record at proper intervals all the information required relative to the working of the engines, &c.; and he is, in the absence of his superiors, to be responsible for the good order of the engine-room, and for all the duties connected therewith.

4.

Extra Pay.

Engineers and Assistant Engineers when employed in making good the defects of Ships other than those to which they belong, will be allowed extra pay, at the rates specified in Article 1, at page 218, of these Instructions.

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Chapter LV.

INSTRUCTIONS FOR NAVAL INSTRUCTORS.

1.

A Naval Instructor, when appointed to one of Her Majesty's Ships, is to be careful to execute punctually and zealously all directions he may receive from the Captain or other superior Officer, relative to the education of the subordinate Officers, or others placed under his tuition.

When appointed.

2.

He is to exert his best efforts to instruct and advance the pupils placed with him in the several branches of science stated in these Instructions, relative to the examination of Midshipmen, and to be present with them when the observations are taken at noon, or for sights.

To advance his pupils as much as possible;—be present at observations.

3.

He is also to superintend the conduct and behaviour of his pupils whilst under his instruction; and he is to be careful to check and reprove any improper conduct or expressions of any of them, and if not amended, he is to report the same to the Captain or commanding Officer.

To check all improper behaviour.

4.

He is to keep a school journal or register, in which he is to note, from time to time, the degree of efficiency of each of the young gentlemen under his tuition, and the progress they are making in their studies; which journal or register is to be produced, every month, to the Captain of the Ship, and, when required, to the examining Officers. The Captain will allow him reasonable access to the charts and chronometers, for the purpose of instructing the young Officers in their use.

To keep a school journal or register, to be produced once a month.

To be allowed access to charts and chronometers.

5.

He is, every week, to examine the logs of the young gentlemen under his tuition, previous to their being sent to the Captain.

To examine logs weekly.

6.

In Ships where no Chaplain is borne, he is to carry into execution the directions contained in Articles 5, 6, and 7 of the Instructions for that Officer.

Where no chaplain is borne.

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APPENDIX.

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TABLE OF COMPLEMENTS OF

	Ranks and Ratings.	1st Rate.	2nd Rate.*	3rd Rate.	4th Rate.		5th Rate.	6th Rate.		
		1150 1120 1070 Men.	950 880 870 850 Men.	770 635 615 Men.	600 570 540 485 Men.	450 Men.	400 360 350 310 Men.	295 275 265 Men.	255 235 Men.	215 Men.
	Captain ...	1	1	1	1	1	1	1	1	1
	Commander	1	1	1	1	1	...	...	...	...
	Lieutenant	7	6	5	4	4	4	3	3	3
	Master ...	1	1	1	1	1	1	1	1	1
	Chaplain	1	1	1	1	1	1	1	1	1
	Surgeon ...	1	1	1	1	1	1	1	1	1
	Paymaster	1	1	1	1	1	1	1	1	1
	Naval Instructor	1	1	1	1	1	1	1	1	1
	Sub-Lieutenant or Midshipman	12	10	10	8	6	5	4	4	4
	Assistant Paymaster in Charge	...	...	...	...	...	..	...	...	...
	Assistant Surgeon	2	2	2	2	1	1	1	1	1
	Second Master ...	2	1	1	1	1	1	1	1	1
	Gunner ...	1	1	1	1	1	1	1	1	1
	Boatswain	1	1	1	1	1	1	1	1	1
	Carpenter	1	1	1	1	1	1	1	1	1
	Assistant Paymaster or Clerk	4	3	3	2	2	2	2	2	2
	Master's Assistant	2	2	2	2	2	1	1	1	1
	Naval Cadet	8	6	6	5	4	3	2	2	1
	Assistant Clerk...	1	1	1	1	1	1	and in Flag and Com-		
Chief Petty Officers.	†Master-at-Arms ...	1	1	1	1	1	1	1	1	1
	Chief Gunner's Mate	1	1	1	1	...	...	...	...	...
	Chief Boatswain's Mate	1	1	1	1	...	...	...	...	...
	Chief Captain of the Fore-castle ...	1	1	1	...	...	...	...	...	...
	Chief Quartermaster	1	1	1	...	...	...	...	...	...
	Chief Carpenter's Mate	1	1	1	...	...	...	...	...	...
	†Seaman's Schoolmaster...	1	1	1	1	1	1	...	...	...
	†Ship's Steward	1	1	1	1	1	1	1	1	1
	†Ship's Cook	1	1	1	1	1	1	1	1	1
First Class Petty Officers.	†Ship's Corporal — 1st class	2	1	1	1	1	1	1	...	...
	†Ship's Corporal — 2nd class	4	4	3	2	2	1	1	1	1
	Gunner's Mate	4	4	2	2	2	2	2	2	2
	Boatswain's Mate	8	8	7	5	5	4	3	3	3
	Captain's Coxswain	1	1	1	1	1	1	1	1	1
	Captain of the Forecastle	2	2	2	3	2	2	2	2	2
	Quartermaster	7	7	7	6	5	5	3	3	3
	**Yeoman of the Signals	1	1	1	1	1	1	...	...	...
	Coxswain of the Launch	1	1	1	1	1	1	1	1	...
	Captain of the Main Top	2	2	2	2	2	2	2	2	2
	Captain of the Foretop...	2	2	2	2	2	2	2	2	2
	Captain of the Afterguard	2	2	2	2	2	2	2	2	2
	Captain of the Hold	2	1	1	1	1	1	1	1	1
	Sailmaker	1	1	1	1	1	1	1	1	1
	Ropemaker	1	1	1	1	1	1	1	1	1
	Carpenter's Mate	2	2	2	2	2	2	2	2	2
	Caulker ...	2	2	2	1	1	1	1	1	1
	†Blacksmith	1	1	1	1	1	1	1	1	1
	†Armourer	1	1	1	1	1	1	1	1	1
	†Plumber ...	1	1	1	1	1	1	...	...	...
	†Leading Stoker, *see below*	...	...	...	...	...	...	...	...	...
	†Sick Berth Steward	1	1	1	1	1	1	...	...	...

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SEA-GOING SHIPS.

Sloops.							Smaller Vessels Commanded by Lieutenants.			Ranks and Ratings.	
200 190 Men.	175 Men.	150 140 Men.	130 Men.	110 Men.	100 Men.	90 Men.	90 Men.	75 65 60 Men.	55 50 Men.		
...	...	...	...	...	...	...	...	...	...	Captain.	
1	1	1	1	1	1	1	...	...	...	Commander.	
2	2	2	2	2	2	2	1	1	1	Lieutenant.	
1	1	1	1	1	1	1	...	...	...	Master.	
...	...	...	...	...	...	...	...	...	...	Chaplain.	
1	1	1	1	1	1	1	...	...	...	Surgeon.	
1	1	1	1	1	1	1	...	...	...	Paymaster.	
...	...	...	...	...	...	...	...	...	...	Naval Instructor.	
4	3	2	2	...	2	...	1	1	1	Sub-Lieutenant or Midshipman.	
...	...	...	...	...	...	...	1	1	1	Assistant Paymaster in Charge.	
1	1	1	1	...	...	...	1	1	1	Assistant Surgeon.	
...	...	...	...	...	...	...	1	1	1	Second Master.	
1	1	1	...	1	1	1	1	1	1	Gunner.	
1	1	1	...	...	...	...	...	...	...	Boatswain.	
1	1	1	...	...	...	...	...	...	...	Carpenter.	
2	1	1	1	1	1	1	...	...	...	Assistant Paymaster or Clerk.	
1	1	1	1	...	...	...	1	1	1	Master's Assistant.	
...	...	...	...	...	...	...	...	...	...	Naval Cadet.	
modore's Ships			...	...	...	...	...	...	...	Assistant Clerk.	
...	...	...	...	...	...	...	...	...	...	†Master-at-Arms.	Chief Petty Officers.
...	...	...	...	...	...	...	...	...	...	Chief Gunner's Mate.	
...	...	...	1	1	1	1	...	...	...	Chief Boatswain's Mate.	
...	...	...	...	...	...	...	...	...	...	Chief Captain of the Forecastle	
...	...	...	...	...	...	...	...	...	...	Chief Quartermaster	
...	...	...	1	1	1	1	...	...	...	Chief Carpenter's Mate.	
...	...	...	...	...	...	...	...	...	...	†Seaman's Schoolmaster.	
1	1	1	1	1	1	1	...	...	...	†Ship's Steward.	
1	1	1	1	1	1	1	1	1	1	†Ship's Cook.	
1*	1	1	1	1	1	1	...	...	...	†Ship's Corporal { 1st class.	First Class Petty Officers.
1*	...	...	...	...	...	...	...	...	...	2nd class.	
1	1	1	1	1	1	1	1	1	1	Gunner's Mate.	
3	2	2	2	2	2	1	1	1	1	Boatswain's Mate.	
1	1	1	1	1	1	1	...	...	...	Captain's Coxswain.	
2	2	1	1	...	...	...	...	...	...	Captain of the Forecastle.	
2	2	2	2	2	2	2	2	2	2	Quartermaster.	
...	...	...	...	...	...	...	...	...	...	**Yeoman of the Signals.	
...	...	...	...	...	...	...	...	...	...	Coxswain of the Launch.	
2				...	...	...	...	...	...	Captain of the Main Top.	
										Captain of the Fore Top.	

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TABLE OF COMPLEMENTS OF

Ranks and Ratings.	1st Rate.	2nd Rate*.	3rd Rate.	4th Rate.		5th Rate.	6th Rate.		
	1150 1120 1070 Men.	950 880 870 850 Men.	770 635 615 Men.	600 570 540 485 Men.	450 Men.	400 360 350 310 Men.	295 275 265 Men.	255 235 Men.	215 Men.
Second Class Petty Officers.									
Coxswain of the Barge... ...	1	1	1	1	...	...	...	...	...
Coxswain of the Pinnace ...	1	1	1	1	1	1	...	...	1
Captain of the Mast	3	3	2	2	2	2	2	...	...
Second Captain of the Forecastle	2	2	2	2	2	...	...	...	...
Second Captain of the Main Top	4	4	4	2	2	...	...	...	...
Second Captain of the Fore Top	4	4	4	2	2	...	...	...	...
Signalman	3	3	3	2	2	1	1	1	1
Second Captain of the Afterguard	4	4	4	2	...	...	...	...	...
Captain of the Mizen Top ...	2	2	2	2	2	2	2	2	...
Sailmaker's Mate	2	2	2	2	1	1	...	...	...
Coxswain of the Cutter ...	2	2	2	2	1	1	1	...	...
†Cooper	1	1	1	1	1	1	1	1	1
†Caulker's Mate	1	1	1		1	1	1	1	1
†Sick Berth Attendant	1	1	1	...	...	...	1	1	1
†Musician	1	1	1	1	1	1	1	1	1
§Leading Seaman	60	40	25	20	18	12	8	8	6
Shipwright	6	6	5	4	4	3	3	3	2
Yeoman of Store Rooms	3	3	3	2	1	1	...	...	...
Second Captain of the Hold ...	1	1	1	...	...	...	...	...	...
†Painter	2	2	2	2	1	1	1	1	1
Sailmaker's Crew	3	3	3	3	2	1	2	1	1
†Blacksmith's Crew	2	2	1	1	1	1	...	...	...
†Tinsmith	1	1	1	1	1	...	...	...	...
†Armourer's Crew	2	2	1	1	1	1	...	...	...
Carpenter's Crew	12	10	9	8	6	5	4	4	4
Cooper's Crew...	2	2	1	1	1	1	...	...	...
†Stoker and Coal Trimmer, *see below*									
Able Seamen	...	...	...	The number to complete the complement.					
Ordinary Seamen									
Second Class Ordinary Seamen ...									
†Bandsman¶	18	18	16	12	10	...	...	...	...
†Tailor	2	2	2	1	1	1	1	1	1
†Shoemaker	2	2	2	1	1	1	...	...	...
†Butcher	2	2	2	1	1	1	...	...	...
†Lamp Trimmer	1	1	1	1	1	1	1	1	1
†Captain's Steward	1	1	1	1	1	1	1	1	1
†Captain's Cook	1	1	1	1	1	1	1	1	1
†Ward Room Steward...	1	1	1	1	1	1	1	1	1
†Ward Room Cook	1	1	1	1	1	1	1	1	1
†Gun Room Steward	1	1	1	1	1	1	1	1	1
†Gun Room Cook	1	1	1	1	1	1	1	1	1
†Engineers' Servant	1	1	1	1	1	1	1	1	1
†Engineers' Cook	1	1	1	1	1	1	1	1	1

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SEA-GOING SHIPS—*continued.*

Sloops.							Smaller Vessels Commanded by Lieutenants.			Ranks and Ratings.
200 190 Men.	175 Men.	150 140 Men.	130 Men.	110 Men.	100 Men.	90 Men.	90 Men.	75 65 60 Men.	55 50 Men.	
...	...	...	...	...	...	...	...	...	...	Coxswain of the Barge. (Second Class Petty Officers.)
1	...	...	...	...	...	...	...	...	...	Coxswain of the Pinnace.
...	...	...	...	...	...	...	...	...	...	Captain of the Mast.
...	...	1	...	1	1	1	1	1	1	Second Captain of the Forecastle.
...	2	2	2	1	2	1	...	...	...	Second Captain of the Main Top
...	2	2	2	1	2	1	...	...	...	Second Captain of the Fore Top
1	1	...	...	...	...	...	...	...	...	Signalman.
...	2	2	2	...	1	...	...	...	...	Second Captain of the Afterguard.
...	...	...	...	...	...	...	...	...	...	Captain of the Mizen Top.
1	1	1	1	1	1	1	...	...	...	Sailmaker's Mate.
...	...	...	...	...	...	...	...	...	...	Coxswain of the Cutter.
1	1	1	1	...	...	...	...	...	...	†Cooper.
...	...	...	1	1	1	1	...	...	...	†Caulker's Mate.
1	1	1	1	...	...	...	...	...	...	†Sick Berth Attendant
1	1	1	1	1	1	1	...	...	...	†Musician.
5	4	3	2	2	2	2	...	...	...	§Leading Seaman.
2	1	1	1	1	1	1	...	...	...	Shipwright.
...	...	...	...	...	...	...	...	...	...	Yeoman of Store Rooms.
...	...	...	...	...	...	...	...	...	...	Second Captain of the Hold.
1	1	1	1	...	...	...	...	...	...	†Painter.
1	1	1	1	...	1	...	1	1	1	Sailmaker's Crew.
...	...	...	...	...	1	...	1	...	...	†Blacksmith's Crew.
...	...	...	...	...	...	...	...	...	...	†Tinsmith.
...	1	1	1	...	...	...	...	...	...	†Armourer's Crew.
5	2	2	2	2	2	2	1	1	1	†Carpenter's Crew.
...	...	...	...	...	...	...	...	...	...	†Cooper's Crew.
...	...	...	...	...	...	...	...	...	...	†Stoker and Coal Trimmer, *see below.*
including Engineers and Stokers						...	...	...	...	Able Seamen. Ordinary Seaman. Second Class Ordinary Seamen.
...	...	...	..	...	...	...	...	...	...	†Bandsman.¶
...	...	...	...	...	...	...	...	...	...	†Tailor.
...	...	...	...	...	...	...	...	...	...	†Shoemaker.
...	...	...	...	...	...	...	...	...	...	†Butcher.
...	...	...	...	...	...	...	...	...	...	†Lamp Trimmer.
1	1	1	1	1	1	1	1	1	1	†Captain's Steward.
1	1	1	1	1	1	1	1	1		†Captain's Cook.
1	1	1	1	1	1	1	...	...	...	†Ward Room Steward.
1	1	1	1				...	...	...	†Ward Room Cook.
1	1	1	1	...	1	...	1	1	1	†Gun Room Steward.
1	1	1	1	...		...	1	1		†Gun Room Cook.
1	1	1	1	1	1	1	...	...	...	†Engineer's Servant.
1	1	1	1							†Engineer's Cook.
...	...	...	...	...	...	...	1	1	1	†Ship's Steward's Assistant.
...	...	...	...	...	...	...	...	...	...	†Assistant Sick Berth Attendant.
...	...	...	...	...	...	...	...	...	...	†Cook's Mate.
1	...	...	...	...	...	...	...	...	...	†Barber.
...	...	...	...	...	...	...	...	...	...	†Captain's Servant.

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TABLE OF COMPLEMENTS OF

Ranks and Ratings.	1st Rate.	2nd Rate.*	3rd Rate.	4th Rate.		5th Rate.	6th Rate.		
	1150 1120 1070 Men.	950 880 870 850 Men.	770 635 615 Men.	600 570 540 485 Men.	450 Men.	400 360 350 310 Men.	295 275 265 Men.	255 235 Men.	215 Men.
†Ship's Steward's Boy	1	1	1	1	1	1	1	1	1
Boy, First Class	49	45	39	33	33	31	28	28	28
Boy, Second Class	26	24	23	21	21	15	15	15	15
STEAM DEPARTMENT.††									
Chief Engineer	The number of Engineers and Stokers according								
Engineer									
Assistant Engineer, First Class ...									
Assistant Engineer, Second Class ...									
†Leading Stoker									
†Stoker and Coal Trimmer									
†Second Class Stoker and Coal Trimmer									
ROYAL MARINES.									
Captain	1	1	1	1	...	...	...	...	...
Lieutenant	3	3	2	1	1	1	1	1	1
Sergeant	4	3	3	2	2	2	2	1	1
Corporal	4	3	3	2	2	2	2	1	1
Drummer and Bugler...	2	2	2	1	1	1	1	1	1
Private	146	138	114	63	49	43	34	25	25
	Seamen Gunners, in addition to Gunners' Mates, are to be in the above Ratings								
	125	100	70	60	50	40	20	20	18
	Gunnery Instructors to be included in the								
	6	5	5	4	4	2	2	2	2

* Second Rates, having three decks, are to be allowed to bear 7 Lieutenants, and 2 Second Masters in part Complement.

† Men holding the Ratings marked thus † are not to take Military Command.

§ When Leading Seamen cannot be procured, Able or Ordinary Seamen are to be borne in lieu.

¶ Foreigners may be entered.

** A Yeoman of Signals to be borne in addition, in Flag Ships at home and abroad; to be paid the same as a Chief Quartermaster.

Leading, Able, or Ordinary Seamen may be borne in lieu of Petty Officers, when men fit for Petty Officers' Ratings cannot be obtained.

A proportion of Marine Artillery (out of the complement of Marines) is to be borne in all Steam Ships, namely:—

Rate or Class.	Screw Ships.						Paddle Ships.					
	Subalterns.	Serjeants.	Bombardiers.	Fifers.	Gunners.	Total.	Subalterns.	Serjeants.	Bombardiers.	Fifers.	Gunners.	Total.
1st Rates	1	1	1	1	25	29	...	...	...	...	...	...
2nd Rates	...	1	1	...	20	22	...	...	...	...	...	...
3rd and 4th Rates	...	1	1	...	17	19	...	...	...	...	...	...
5th and 6th Rates	...	1	1	...	15	17	1	1	1	...	15	18
Sloops	...	...	1	...	5	6	...	...	1	...	5	6
Sloops of 100 men	...	...	...	...	...	...	...	...	1	...	3	4
Gun Vessels, 60 and 80 men	...	...	1	...	2	3	...	...	...	...	...	...

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SEA-GOING SHIPS—*continued.*

Sloops.							Smaller Vessels Commanded by Lieutenants.			Ranks and Ratings.
200 190 Men.	175 Men.	150 140 Men.	130 Men.	110 Men.	100 Men.	90 Men.	90 Men.	75 65 60 Men.	55 50 Men.	
1	1	1	1	...	...	...	...	...	..	†Ship's Steward's Boy.
22	20	13	10	10	10	8	6	6	6	Boy, First Class.
12	10	8	6	6	6	6	4	4	4	Boy, Second Class.
										STEAM DEPARTMENT.
to the Horse Power of each Ship.										Chief Engineer. Engineer. Assistant Engineer, First Class. Assistant Engineer, Second Class. †Leading Stoker. †Stoker and Coal Trimmer. †2nd Class Stoker and Coal Trimmer.
										ROYAL MARINES.
...	...	...	...	...	...	...	...	...	...	Captain.
...	...	...	...	...	...	...	...	...	...	Lieutenant.
2	1	1	1	1	...	1	...	...	..	Sergeant.
1	1	1	1	1	1	1	1	1	1	Corporal.
1	1	1	1	...	...	...	...	...	...	Drummer and Bugler.
21	17	17	17	15	9	13	9	7	7	Private.
borne in the following proportions; but they are to be included either as Petty Officers or Seamen.										
16	14	14	12	6	10	6	5	5	5	
number of Seamen Gunners allowed.										
1	1	1	1	1	1	1	...	...	...	

†† ESTABLISHMENT OF ENGINEER OFFICERS AND STOKERS FOR HER MAJESTY'S SHIPS.

ENGINEER OFFICERS.

Ships under 200 Horse Power		3	Engineers and Assistant Engineers.
at 200 and under 350	1 Chief.	3	,,
at 350 and under 500	1 ,,	4	,,
at 500 and upwards	1 ,,	6	,,

STOKERS.

Screw Steam Ships. Leading Stokers.	Stokers including Stokers of 2nd Class.	Horse Power.	*Paddle Wheel Ships and Troop Ships.* Leading Stokers.	Stokers including Stokers of 2nd Class.
1	5	under 100		
2	6	100 and under 150	3	6

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FORM of INSPECTION and of the Preparation for Battle for Her Majesty's Ships.

Inspecting Officers are to be most strict in their Inspection, and this Form is to be carefully filled up and transmitted at the proper periods, that the Admiralty may be enabled to judge of the efficiency of H.M. Ships.

Name of the Ship.... | **Where and when Commissioned**

By whom now Inspected .... | **Where at, and Date....**

The Inspecting Officer is to examine and report with reference to the following points:—

1. Name of Captain or Commander, and date of his appointment
2. Station where the Ship has been employed ... ...
3. Last Inspection,—By whom made and at what place? ...
4. Divine Service,—If regularly performed, and by whom? ...
5. Smoking,—If regulations have been attended to? ... ...
6. If the Subordinate Officers have been Instructed
   - By the Naval Instructor ... ...
   - In practical seamanship and exercises aloft?
   - At the Gun, Musket, and Cutlass Drill? ...
   - In the engine-room, by the Chief Engineer?
7. Ship's Log, Record, and other Books to be examined, and their state reported ... ...
8. Paymaster's Accounts, &c.—Special inquiry to be made with regard to them, whether they have been completed and transmitted at the proper periods; and if not, the same is to be reported by letter to the Secretary to the Admiralty ... ...
9. Petty Officers, Seamen, and Boys.—Strict inquiry is to be made whether they have been properly rated with reference to their age, ability, and fitness for their duties, and especially if the Boys have been exercised aloft, and been properly instructed in their various duties as Seamen
10. What System is followed to instruct the Ordinary Seamen to prepare them for better Ratings? ... ...
11. Marines.—To what Division they belong, and their state of

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Form of Inspection, &c.—*continued.*

14. Seaman-Schoolmaster,—Whether he performs his duties, and how many persons he has under instruction... ...

15. Provisions,—Whether there has been, or is, any complaint against them, and whether any condemnations have taken place? If so, from what cause? ... ...

16. Has Monthly Advance been paid at proper periods,—also Wages, and if now in course of Pay, from what date? ...

17. Articles of Experiment,—If there are any under trial on board; what opinion has the Captain formed of their merits; and have the reports been regularly transmitted to the Admiralty? ... ...

18. Bow and Mast-head Lights,—Whether properly fitted; and if the Officers of the watches are acquainted with the regulations for clearing vessels at night? ... ...

19. Bedding and Clothing,—Are lists of the Seamen's clothing kept by the Officers? ... ...

20. Are the Instructions respecting the Clothing of Men complied with? ... ...

21. What are the Captain's regulations with regard to Inspections of Clothing and Bedding ... ...

22. Are proper precautions taken to avoid making Inspections unnecessarily irksome? ... ...

23. Of what number of men was the Clothing examined, and was it compared with the Officers' Division List ... ...

24. Of what number of men did the Inspecting Officer examine the Bedding? ... ...

25. Is the Inspecting Officer satisfied with the personal cleanliness of the Crew, and with the condition of their Clothing and Bedding? ... ...

26. How often are the men furnished with check notes of the charges against them on the books? ... ...

27. What time is set apart, periodically, when the service will admit of it, for the Ship's Company to make and mend their clothes? ... ...

28. Ship, Armament, &c.—Has the Captain any observations to offer in regard to the qualities of the Ship, or any recommendations to submit, which it is considered would render the Ship in any respect more serviceable and efficient? ...

29. Places of Confinement,—Whether of suitable dimensions and properly ventilated, or otherwise? ... ...

30. Filling Live Shells in Action,—Has a place been set apart for the purpose... ... ...

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Form of Inspection, &c.—*continued.*

34. Good Conduct Badges,—Whether correctly awarded? ...

35. Messes,—Have all debts been paid? ... ...

36. Messes,—If the ward-room, gun-room, and Engineer Officers' messes have been conducted in a satisfactory manner, and with proper economy? ... ...

	£	s.	d.
Ward Room—			
Mess Entrance			
Monthly Subscription			
Gun Room—			
Mess Entrance			
Monthly Subscription			
Engineers' Mess—			
Entrance			
Monthly Subscription			

PREPARATION FOR BATTLE.

At General Quarters,—Whether the Ship was cleared for action with order and rapidity ... ...

How many of her guns (specifying on which deck) are masked by cabins? ... ...

If the Stern and Bow Ports are clear and ready for the Guns on each deck? ... ...

Date of last:
- Inspection at Quarters ... ...
- Shot practice at a target and double Shotting ... ...
- Shell practice ... ...
- Night quarters, and whether exercised with powder ... ...

Do the Officers understand the Gunnery Instructions, and are they properly qualified to exercise their men... ...

Have the men been properly trained to the guns, and to fire with precision? ... ...

The same as to rapid horizontal fire? ... ...

Are all the arrangements proper and judicious:
- For the Magazine, and for action? ... ...
- Boarding and repelling boarders ... ...
- For the helm, in the event of accident to the wheel, tiller, or tiller ropes ...
- For stoppering, repairing, or replacing rigging or spars, also for clearing wreck of masts, &c.... ... ...
- With pumps, hoses, buckets, &c., in case of fire? ... ...

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Form of Inspection, &c.—*continued.*

IN VESSELS WITH STEAM POWER.

Description of Engines ... ...

By whom made? ... ...

Of what power? ... ...

When fitted to the Ship? ... ...

If they have at any time been defective, or have broken down; if so, when, and cause? ... ...

Whether now in good order and work satisfactorily, or in any manner defective, and if so, from what cause? ...

When last overhauled and repaired? ... ...

If a screw, diameter and pitch? ... ...

If paddles, diameter and breadth? ... ...

Description of Boilers ... ...

When put on board? ... ...

Where made? ... ...

Their present state? ... ...

At what pressure they are worked per square inch? ... ...

How long they will continue fit for service? ... ...

Establishment of { Engineers ... ...
Stokers ... ...

If the Engineers are attentive to their duty, and efficient? ...

What number of troops can the ship convey for five days and thirty days? ... ...

What quantity of Coal can she stow? ... ...

Number of days' Coal can stow { Full Steam ... ...
Expansively ... ...

Average { Rate per hour ... { Full speed ... ...
Expansively ... ...
Distance run with one ton of Coals { Full speed ... ...
Expansively ... ...

Whether the Captain or Chief Engineer has any submission to make with reference to the Machinery, or Boilers, to render them more efficient ... ...

General Remarks, with Inspecting Officer's opinion of the Ship's Company, and the state of efficiency and cleanliness of the Ship, &c.

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Form of Inspection, &c.—*continued.*

H. M. Ship

	Ft.	Ins.		
Length of Lower Dock ... ... Breadth, Extreme ... ... Draught of Water, when completed, with Stores and Provisions			Burden in Tons ... ... Quantity of Provisions the Ship can stow	

ARMAMENT.*

	No.	Prs.	Weight	Length	Round of Shot on Deck for each Gun	
					Round Shot	Grape or Cannister
Gun Deck ... ... Middle Deck ... ... Main Deck ... ... Quarter Deck ... ... Poop ... ... Forecastle ... ... Total ... ... Boats						

The SHIP'S Full Complement.

	Establishment of	Borne	No. Borne for Continuous Service	Short of Complement	Supernumeraries on board	Number of Desertions since Commissioned
Officers ... ... Engineer Officers ... ... Warrant Officers ... .. Subordinate ditto ... ... Chief Petty Officers ... ... 1st Class P. Officers ... ... 2nd Class ditto ... ... Leading Seamen ... ... Artificers ... ... Effective A.B.'s ... ... Stokers ... ... Ordinary { 1st Class... ... { 2nd Class ... Stewards, Cooks, and others 1st Class Boys ... ... 2nd Class Boys ... ... Marines ... ... Totals						

* The number, weight, &c., of Armstrong's guns, to be inserted, separately, in red ink.

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A STATEMENT of the Musters of the Crews of Her Majesty's Ships and Vessels undernamed, and Certification of the Inspection of all Authorities in the Possession of their respective Captains and Commanders, for Entries and Discharges; and of the Examination of their Books, at the 186 .

Time when Mustered	Place where	Ships and Names	Complement		Ship's Company				Boys				Marines				Supernumeraries for																								I do certify, that I have mustered the Ship's Company, and Supernumeraries of every description, on board the Ship against which my signature is written; and that the Statement of the Numbers present, and of the Checks on the Ship's Books, is correct. The Mustering Officer's Signature.	I do certify, that, in addition to this Muster, I have looked over all the Authorities in the Captain's possession, for Entries and Discharges, and have examined the Ship's Books, which are* made out; and have found everything relating to them complete and correct. The Mustering Officer's Signature.
																	Wages												Victuals													
																	Men				Boys				Marines				Men				Boys				Marines					
			Allowed	Borne	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick		

NOTE.—The Crews of Tenders, if mustered separately from the Ship to which they are attached, are to be Inserted in red ink, stating the name of the Ship to which such Tenders are attached.

* The blank to be filled up with the words "carefully and neatly," if they are so; otherwise to be filled up as they are found to be.

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A HALF-YEARLY General RETURN of Treasure conveyed in Her Majesty's Ships on the Station, under the command of between the day of 186 , and the day of , 186 , to answer the Provisions of the Freight Proclamations.

Ship	Captain	Received			Consigned		Species of Treasure; or, other Articles on which Freight is payable.	Total Amount received on board, noting whether certain or estimated	Rate per Cent.	When and where landed, or to what Vessel transhipped. If reshipped to be inserted as a new Shipment	Greenwich Hospital Proportion	Name and Address of the Agent authorized to give information respecting the Proportion due to the Hospital
		When	From whom	At what Place	To whom	To what Place						

FORM for the JOURNAL of a Commander-in-Chief (or of a junior Flag Officer, or of the Captain of the Fleet).

Day of the Week	Day of the Month	Place of the Ship at Noon	Heads of Orders and Letters received, except from the Admiralty	Heads of Orders and Letters written, except to the Admiralty	Signals made from the Ship	Signals made to the Ship	Remarks and Occurrences

_____ Station, _____ 186 . } A RETURN of the number of Petty Officers, Seamen, and Marines, on this Station whose period of service has expired, but who are retained in consequence of Special Emergencies.

Ship	Number of Men in each class detained								On what ground detained
	Petty Officers (Seamen Class)	Ditto (Artificers, &c.)	Leading Seamen	Able Seamen	Ordinary and 2nd Class Ordinary	Other Men	Non-commissioned officers of Marines	Private Marines	

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Name of the Station.*

Date _____

THE STATE and CONDITION of Her Majesty's Ships and Vessels on the Station, under the Command of Her Majesty's Ship at the of 186 .

COMPLEMENTS; SUPERNUMERARIES; AND PROVISIONS, &c.	SHIPS' AND CAPTAINS' NAMES																			Totals
DATE OF EACH SHIP'S RETURN																				
Whole Complement ... ... Number																				
SEAMEN. Of the Number borne: Complement																				
Borne																				
Mustered																				
Officers																				
Subordinate Officers																				
Petty Officers																				
Artificers																				
Leading and Able Seamen ...																				
Ordinary Seamen																				
2nd Class Ordinary																				
Stokers																				
Stewards, Cooks, and others ...																				
Short of Complement: Officers																				
Sub-Lieutenants and Midshipmen																				
Naval Cadets																				
Other Subordinate Officers ...																				
Petty Officers																				
Artificers																				
Leading, Able, Ordinary, and 2nd Class Ordinary Seamen																				
Stokers																				
Stewards, Cooks, and others ...																				
MARINES OR SOLDIERS: Complement																				
Captains																				
First Lieutenants...																				
Second Lieutenants																				
Ensigns																				
Sergeants																				
Corporals																				
Fifers																				
Privates																				
Borne																				

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The STATE and CONDITION of Her Majesty's Ships, &c.—*continued.*

Complements; Supernumeraries; and Provisions, &c.			Ships' and Captains' Names	Totals
Gunnery Establishment	Complement			
	Gunnery Lieutenant			
	Gunnery Sub-Lieutenants			
	Gunnery Instructors			
	Gunners' Mates			
	Seamen Gunners			
	Officers short			
	Gunnery Instructors short			
	Gunners' Mates short			
	Seamen Gunners short			
Boys — 1st Class	Complement			
	Borne			
Boys — 2nd Class	Complement			
	Borne			
Boys	Mustered			
	Short of Complement			
	Total Short of Complement ...			
Difference since Last Account	Entered			
	Discharged from the Service ...			
	" into other Ships ...			
	" Unserviceable ...			
	Dsqd.			
	Dead			
	Run			
Supernumeraries — For Wages and Victuals and Disposable	Commissioned, Warrant, or Subordinate Officers	Borne		
		Mustered ...		
	Petty Officers, Seamen, Marines, or Boys	Borne		
		Mustered ...		
Supernumeraries — Of other Ships	Commissioned, Warrant, or Subordinate Officers	Borne		
		Mustered ...		
	Petty Officers, Seamen, Marines, or Boys	Borne		
		Mustered ...		
Supernumeraries	Passengers, Soldiers, or others	Borne		
		Mustered ...		
	Invalids, &c.	Borne		
		Mustered ...		
	Women			
	Children			
	Prisoners			
Sick ...	Number on Board			
	Number on Shore			
	Total Number Victualled			
Provisions		... Days on Board		
Fuel and Lights				
* Water ...	The Ship stows	... Tons Imperial Measure		
	On Board			
	Daily Expense			

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The STATE and CONDITION of Her Majesty's Ships, &c.—*continued.*

A REPORT of Officers Joining				OFFICERS Absent and Men Lent					
Ships and Vessels	Names and Rank of Officers who have joined since the Date of the last Report	Dates of their Appointments	Time of Joining	Officers' Names and Rank	Occasion of their Absence. If on leave, when it expires	Qualities	From what Ship	To what Ship	The occasion of their being lent

The CONDITION of the Ships and Vessels, and a Return of Supernumeraries.

Ships and Vessels	When last			The present State of each Ship and Vessel	Probable Time of her being in the State for which she is ordered	When the next payment of Wages to the Crew will be due		For Wages and Victuals							Disposable									Of other Ships							Troops				
								Officers			Other Classes				Officers			Other Causes						Officers			Other Classes									
	Docked	Coppered	Refitted					Commissioned	Warrant	Subordinate	Petty Officer	Leading Seamen	Marines	Boys	Commissioned	Warrant	Subordinate	Petty Officers	Leading and Able	Ordinary	2nd Class Ordinary Seamen	Marines	Boys	Commissioned	Warrant	Subordinate	Petty Officers	Seamen	Marines	Boys	Women	Children	Passengers	Prisoners		
							Supernumeraries.																													

Commander-in-Chief or Senior Officer.

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_____ Station,
_____ 186 .

A RETURN showing the Numbers required to complete the Complements of the Ships on this Station, with the Ratings specified, and the Numbers borne with the same Ratings for disposal.

Ship	Date of Return from Ship		Masters-at-Arms	Ship's Corporals	Seamen's Schoolmasters	Ships' Stewards	Gunners' Mates	Other Chief and 1st Class Petty Officers of the Seaman Class	2nd Class Petty Officers of the Seaman Class	Leading Seamen	Able Seamen	1st & 2nd Class Ordinary Seamen	Leading Stokers	Stokers	2nd Class Stokers	Sailmakers	Sailmakers' Mates	Ropemakers	Carpenters' Mates	Caulkers	Carpenters' Crew, Shipwrights' and Caulkers' Crew	Blacksmiths	Blacksmiths' Crew	Armourers	Armourers' Crew	Plumbers	Tinsmiths	Coopers	Coopers' Crew		Boys		Royal Marines					
																																Light Infantry			Artillery		
																															1st Class	2nd Class	Sergeants	Corporals	Privates	Sergeants	Bombardiers	Gunners
		Short																																				
		Disposable																																				
		Short																																				
		Disposable																																				
	Total...	Short																																				
		Disposable																																				

Commander-in-Chief or Senior Officer.

The Secretary of the Admiralty.

1. The numbers disposable to be shown in red ink.
2. At the back of this Return the Commander-in-Chief is to note such information as he may be able to afford with regard to the probability of procuring Volunteers at the several Ports within his command, eligible to fill the vacancies for Seamen and Artificers.

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H.M.S. _____
at
the day of 186 .

A RETURN showing the Number and Disposition of Her Majesty's Ships under the Command of

	No.
	Ship's Name
	Guns
	Captain
	Time taken under the Admiral's Command
	HOW EMPLOYED: Station, describing the limits thereof
	HOW EMPLOYED: Nature of her Orders, or Service she is directed to perform
	Date of her Orders
	Time sailed in execution thereof
	To what Time the Orders are in force, or when the Ship is expected to be relieved
	Probable Time from this date when the Ship may require to go into Port to refit or replenish or (if abroad) to be sent home
	Time last refitted
	When last docked and her bottom cleaned
	Time she was last coppered, and whether she has touched the ground or been ashore, since the date of last report
	Name of the Ship likely to replace her, if intended to be relieved
	Whether her Books and Accounts have been made up, and forwarded to England to as late a period as practicable, mentioning the date of each as per the Ship's Return
	Remarks. Including any further useful information

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H.M S. _____, at _____

Station. _____, 186 .

A RETURN of the Promotion, Appointment, or Removal of Commission, Warrant, and Subordinate Officers in Her Majesty's Ships on this Station, between the of and the of 186 .

Date of Promotion, Appointment, or Removal	Name	Rank	From what Ship	To what Ship	In what Rank	In whose Vacancy	Cause of the Vacancy	Remarks

The Secretary of the Admiralty. *Commander-in-Chief or Senior Officer.*

_____ Station, _____ 186 . { _____, his Contingent Account as for the period between the and the , 186 .

	Date	Particulars of Disbursements	Sum disbursed		
			£	s.	d.

The Amount of this Account to be paid to me by Mr. Paymaster of H.M.S.

Commander-in-Chief.

Received this day of 186 , from Mr. Paymaster of H.M.S. , the above-mentioned sum of Pounds, Shillings, and Pence, in

Commander-in-Chief.

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ACKNOWLEDGMENT of ORDERS and LETTERS received from the Admiralty by , on the , 186 , at , per

Date	Initial Letter	Ship's Name, &c.	Subject of Order or Letter	Result

* _____ GENERAL DAILY LETTER.

Wind and Weather { At 8 a.m. _____
At noon _____
At 4 p.m. _____

No. _____

With _____ Enclosures.

, _____, at _____,

SIR, , 186

1. _____

The Secretary of the Admiralty.

NOTE.—Each Enclosure to be numbered thus:—

"*Enclosure No.* _____ *in* * _____ *Daily Letter,*

No. _____ *of* _____ 186 ."

And a List of the whole inserted at the end of the Letter.

* Port.

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_____ Station,
_____ day of
_____ 186

A DAILY REPORT of the State of Her Majesty's Ships at

Ship; Captain	Rate	Guns	Horse Power	At what Anchorage	Date and Time of Arrival; or if fitting out, of being Commissioned	No. of Days in Port	Under what Orders	Date when the Ship will be out of the hands of the: Dockyard	Date when the Ship will be out of the hands of the: Engineers	Date when the Ship will be ready to: go out of Harbour	Date when the Ship will be ready to: go to Sea†	or, to be Paid off	No. of tons of Coal Short	No. of Days' Provisions on Board	Whole Complement	Officers	Sub-Lieutenants, 2nd Masters, Midshipmen, Masters' Assistants, N. Cadets	Assistant Paymasters, Clerks, Assistant Clerks	Warrant Officers	Petty Officers (not Artificers)	Leading Seamen and A. B's.	Ordinaries, 1st Class	Ordinaries, 2nd Class	Artificers: Carpenters, Shipwrights, Caulkers, and Crews	Artificers: Other Trades	Stewards, Cooks, Bandsmen, &c.
1. Stationary Harbour Ships*															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
Foreign Ships of War present															Borne ... ... Short ... ... Permnt. Supers.											

*§ 2. Sea-going Ships in Harbour.—§ 3. Sea-going Ships not in Harbour.
† If the Ship be commissioned from the 1st Class Steam Reserve, state also in red ink, in how many days she could go to Sea, if manned.
NOTE.—The permanent Supernumeraries borne are to be shown in red ink.

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_____________, _______________ Commander-in-Chief. { Wind ___________ / Weather ___________ }

Marines		Boys		Steam Department								Totals	1. Have the Crew been paid Advance? 2. To what date has the Monthly Advance been paid?	Payment of Wages to the Crew—when due	No. of Petty Officers, Seamen, Artificers, and Stokers				Total number of Desertions since in Commission	Names and Rank of Officers				Actual Vacancies, and Rank of Officers Short, requiring to be filled up	Remarks
Commissioned Officers	Other grades	1st Class	2nd Class	Chief Engineers	Other Engineers		Leading Stokers	Stokers.							Entered since yesterday	Discharged since yesterday	Checked without leav	Checked from other causes		On Leave, and when it will Expire	Sick at Hospital, and probable Date when they will return to their Ship	Appointed but not Joined, specifying the Date of Appointment	Absent on Duty, and where, or in what Ship		
																							Admiral.		Complements. Permanent Supernumeraries. Other Supernumeraries. Total number borne, including all Supernumeraries ... ... }

Long Service Pensioners in Stationary Harbour Ships, as P.O's, Seamen, Artificers, and Stokers: Ship_________No.

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DAILY REPORT, &c.—*continued.*

_____ Station, _____ 186 .. { Officers at _____ disposable, or waiting Passage to join their proper Ships.

In what Ship borne	Received		Name	Rank	If checked, state the Reason. If on leave, when it will expire	To what Ship belonging	Discharged	
	When	Whence					When	Whither

Prisoners on board the Flag Ship at _____

Received		No.	Quality.	To what Ship belonging	Discharged		Reasons for being so borne (If an Officer, insert his Name)
When	Whence				When	Whither	

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DAILY REPORT, &c.—*continued.*

Tenders, &c., attached to Her Majesty's Ships at _____

To what Ship attached	Name of Tender	Name and Rank of Officer in charge	If not ready for Service, state the reason why, and when she will be ready	Remarks

Ships in the 1st Division of the Steam Reserve at _____

Ship	Rate	Guns	Horse Power	Name and Rank of the Officer in Charge	When the Ship will be out of the hands of the		No. of Days before the Ship could proceed to Sea, if Manned
					Dockyard	Engineers	

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DAILY REPORT, &c.—*continued.*

_____ Station,

Non-Continuous Service Men borne for

	Master at Arms	Chief Gunner's Mate	Chief Boatswain's Mate	Chief Captain of Forecastle	Admiral's Coxswain	Chief Quartermaster	Seamen's Schoolmaster	Ship's Steward	Ship's Cook	Ship's Corporal	Gunner's Mate	Boatswain's Mate	Captain's Coxwain	Captain of Forecastle	Quartermaster	Yeoman of Signals	Coxswain of Launch	Captain of Maintop	Captain of Foretop	Captain of Afterguard	Captain of Hold	Sick Berth Steward	Coxswain of Barge	Coxswain of Pinnace	Captain of Mast	2nd Captain of Forecastle	2nd Captain of Maintop	2nd Captain of Foretop	2nd Captain of Afterguard	Signalman	Captain of Mizentop	Coxswain of Cutter	Musician	Sick Berth Attendant
Borne																																		
Checked																																		
Available																																		
Entered } since D.* } yesterday																																		

Continuous Service Men borne for

Borne																																		
Checked																																		
Available																																		
Entered } since D.* } yesterday																																		

Total number of Men available at _____

Number available ..																																		
Required for Stationary Harbour Ships ..																																		
Required for sea-going Ships																																		
Surplus																																		
Deficiency																																		

For what Ship.	Waiting Passage at _____																																	

Men and Boys under Training.

Ship	Novices			Boys					
	Allowed	Borne	Available	Allowed		Borne		Available	
				1 cl.	2 cl.	1 cl.	2 cl.	1 cl.	2 cl.
			†						†
Totals.....									

† To be included in the foregoing Tables of Men and Boys available.

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DAILY REPORT, &c.—*continued.*

______________________ 186__

disposal at ______________________

Artificers																			Steam Dept.							Ordes.		Boys					* To what Ships discharged, or how disposed of
Sailmaker	Sailmaker's Mate	Sailmaker's Crew	Ropemaker	Chief Carpenter's Mate	Carpenter's Mate	Shipwright	Carpenter's Crew	Painter	Caulker	Caulker's Mate	Blacksmith	Blacksmith's Crew	Armourer	Plumber	Tinsmith	Armourer's Crew	Cooper	Cooper's Crew	Leading Stoker	Stoker	2nd Class Stoker	Leading Seaman	Yeo. Storerooms	2nd Captain of Hold	Able Seaman	1st Class	2nd Class	1st Class	2nd Class	Cooks, Stewards, &c., &c.	Marines	Totals	

disposal at ______________________

showing the number required to complete the Ships there.

to join their Ships.

In Gunnery Depôt.

Petty Officers and Seamen		Petty Officers		Seamen		Boys							
Allowed	Short	Borne	Available	Borne	Available	Allowed		Borne		Short		Available	
						1 cl.	2 cl.	1 cl.	2 cl.	1 cl.	2 cl.	1 cl.	2 cl.
			‡		‡								§

‡ Not to be included in the foregoing Tables.

§ To be included in the foregoing Tables.

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APPENDIX.

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TABLE OF COMPLEMENTS OF

Ranks and Ratings.	1st Rate.	2nd Rate.*	3rd Rate.	4th Rate.		5th Rate.	6th Rate.		
	1150 1120 1070 Men.	950 880 870 850 Men.	770 635 615 Men.	600 570 540 485 Men.	450 Men.	400 360 350 310 Men.	295 275 265 Men.	255 235 Men.	215 Men.
Captain	1	1	1	1	1	1	1	1	1
Commander	1	1	1	1	1	...	...	...	...
Lieutenant	7	6	5	4	4	4	3	3	3
Master	1	1	1	1	1	1	1	1	1
Chaplain	1	1	1	1	1	1	1	1	1
Surgeon	1	1	1	1	1	1	1	1	1
Paymaster	1	1	1	1	1	1	1	1	1
Naval Instructor	1	1	1	1	1	1	1	1	1
Sub-Lieutenant or Midshipman ...	12	10	10	8	6	5	4	4	4
Assistant Paymaster in Charge ...	...	...	...	...	...	...	...	...	...
Assistant Surgeon	2	2	2	2	1	1	1	1	1
Second Master	2	1	1	1	1	1	1	1	1
Gunner	1	1	1	1	1	1	1	1	1
Boatswain	1	1	1	1	1	1	1	1	1
Carpenter	1	1	1	1	1	1	1	1	1
Assistant Paymaster or Clerk ...	4	3	3	2	2	2	2	2	2
Master's Assistant	2	2	2	2	2	1	1	1	1
Naval Cadet	8	6	6	5	4	3	2	2	1
Assistant Clerk...	1	1	1	1	1	1	and in Flag and Com-		
Chief Petty Officers.									
†Master-at-Arms	1	1	1	1	1	1	1	1	1
Chief Gunner's Mate	1	1	1	1	...	...	...	...	...
Chief Boatswain's Mate ...	1	1	1	1	...	...	...	...	...
Chief Captain of the Forecastle	1	1	1	...	...	...	...	...	...
Chief Quartermaster	1	1	1	...	...	...	...	...	...
Chief Carpenter's Mate ...	1	1	1	...	...	...	...	...	...
†Seaman's Schoolmaster... ...	1	1	1	1	1	1	...	...	...
†Ship's Steward	1	1	1	1	1	1	1	1	1
†Ship's Cook	1	1	1	1	1	1	1	1	1
First Class Petty Officers.									
†Ship's Corporal, 1st class ...	2	1	1	1	1	1	1	...	...
†Ship's Corporal, 2nd class ...	4	4	3	2	2	1	1	1	1
Gunner's Mate	4	4	2	2	2	2	2	2	2
Boatswain's Mate	8	8	7	5	5	4	3	3	3
Captain's Coxswain	1	1	1	1	1	1	1	1	1
Captain of the Forecastle ...	2	2	2	3	2	2	2	2	2
Quartermaster	7	7	7	6	5	5	3	3	3
**Yeoman of the Signals ...	1	1	1	1	1	1	...	...	...
Coxswain of the Launch ...	1	1	1	1	1	1	1	1	...
Captain of the Main Top ...	2	2	2	2	2	2	2	2	2
Captain of the Foretop... ...	2	2	2	2	2	2	2	2	2
Captain of the Afterguard ...	2	2	2	2	2	2	2	2	2
Captain of the Hold	2	1	1	1	1	1	1	1	1
Sailmaker	1	1	1	1	1	1	1	1	1
Ropemaker	1	1	1	1	1	1	1	1	1
Carpenter's Mate	2	2	2	2	2	2	2	2	2
Caulker	2	2	2	1	1	1	1	1	1
†Blacksmith	1	1	1	1	1	1	1	1	1
†Armourer	1	1	1	1	1	1	1	1	1
†Plumber	1	1	1	1	1	1	...	...	...
†Leading Stoker, *see below* ...	...	...	...	...	...	...	...	...	...
†Sick Berth Steward	1	1	1	1	1	1	...	...	...

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SEA-GOING SHIPS.

Sloops.							Smaller Vessels Commanded by Lieutenants.			Ranks and Ratings.	
200 190 Men.	175 Men.	150 140 Men.	130 Men.	110 Men.	100 Men.	90 Men.	90 Men.	75 65 60 Men.	55 50 Men.		
...	...	...	...	...	...	...	...	...	...	Captain.	
1	1	1	1	1	1	1	...	...	...	Commander.	
2	2	2	2	2	2	2	1	1	1	Lieutenant.	
1	1*	1	1	1	1	1	...	...	...	Master.	
...	...	...	...	...	...	...	...	...	...	Chaplain.	
1	1	1	1	1	1	1	...	...	...	Surgeon.	
1	1	1	1	1	1	1	...	...	...	Paymaster.	
...	...	...	...	...	...	...	...	...	...	Naval Instructor.	
4	3	2	2	...	2	...	1	1	1	Sub-Lieutenant or Midshipman.	
...	...	...	...	...	...	...	1	1	1	Assistant Paymaster in Charge.	
1	1	1	1	...	...	...	1	1	1	Assistant Surgeon.	
...	...	...	...	...	...	...	1	1	1	Second Master.	
1	1	1	...	1	1	1	1	1	1	Gunner.	
1	1	1	...	...	...	...	...	...	...	Boatswain.	
1	1	1	...	...	...	...	...	...	...	Carpenter.	
2	1	1	1	1	1	1	...	...	...	Assistant Paymaster or Clerk.	
1	1	1	1	...	...	...	1	1	1	Master's Assistant.	
...	...	...	...	...	...	...	...	...	...	Naval Cadet.	
modore's Ships			...	...	...	...	...	...	...	Assistant Clerk.	
...	...	...	...	...	...	...	...	...	...	†Master-at-Arms.	Chief Petty Officers.
...	...	...	...	...	...	...	...	...	...	Chief Gunner's Mate.	
...	...	...	1	1	1	1	...	...	...	Chief Boatswain's Mate.	
...	...	...	...	...	...	...	...	...	...	Chief Captain of the Forecastle	
...	...	...	...	...	...	...	...	...	...	Chief Quartermaster	
...	...	...	1	1	1	1	...	...	...	Chief Carpenter's Mate.	
...	...	...	...	...	...	...	...	...	...	†Seaman's Schoolmaster.	
1	1	1	1	1	1	1	...	...	...	†Ship's Steward.	
1	1	1	1	1	1	1	1	1	1	†Ship's Cook.	
1*	1	1	1	1	1	1	...	...	...	†Ship's Corporal { 1st class.	First Class Petty Officers.
1*	...	...	...	...	...	...	...	...	...	2nd class.	
1	1	1	1	1	1	1	1	1	1	Gunner's Mate.	
8	2	2	2	2	2	1	1	1	1	Boatswain's Mate.	
1	1	1	1	1	1	1	...	...	...	Captain's Coxswain.	
2	2	1	1	...	...	...	...	...	...	Captain of the Forecastle.	
2	2	2	2	2	2	2	2	2	2	Quartermaster.	
...	...	...	...	...	...	...	...	...	...	**Yeoman of the Signals.	
...	...	...	...	...	...	...	...	...	...	Coxswain of the Launch.	
2	...	...	...	...	...	...	...	...	...	Captain of the Main Top.	
2	...	...	...	...	...	...	...	...	...	Captain of the Fore Top.	
2	...	...	...	...	...	...	...	...	...	Captain of the Afterguard.	
...	...	...	...	...	...	...	...	...	...	Captain of the Hold.	
...	...	...	...	...	...	...	...	...	...	Sailmaker.	
...	...	...	...	...	...	...	...	...	...	Ropemaker.	
2	1	1	...	...	...	...	1	1	1	Carpenter's Mate.	
1	1	1	1	...	...	...	...	...	...	Caulker.	
1	1	1	1	1	...	1	...	...	...	†Blacksmith.	
1	...	...	...	...	...	...	...	...	...	†Armourer.	
...	...	...	...	...	...	...	...	...	...	†Plumber.	
...	...	...	...	...	...	...	...	...	...	†Leading Stoker, *see below.*	
...	...	...	...	...	...	...	...	...	...	†Sick Berth Steward.	

* And in Troop Ships.

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TABLE OF COMPLEMENTS OF

Ranks and Ratings.	1st Rate.	2nd Rate*.	3rd Rate.	4th Rate.		5th Rate.	6th Rate.		
	1150 1120 1070 Men.	950 880 870 850 Men.	770 635 615 Men.	600 570 540 485 Men.	450 Men.	400 360 350 310 Men.	295 275 265 Men.	255 235 Men.	215 Men.
Second Class Petty Officers.									
Coxswain of the Barge... ...	1	1	1	1	...	...	...	...	---
Coxswain of the Pinnace ...	1	1	1	1	1	1	...	...	1
Captain of the Mast	3	3	2	2	2	2	2	...	---
Second Captain of the Fore-castle	2	2	2	2	2	...	...	...	---
Second Captain of the Main Top	4	4	4	2	2	...	...	...	---
Second Captain of the Fore Top	4	4	4	2	2	...	...	...	---
Signalman	3	3	3	2	2	1	1	1	1
Second Captain of the After-guard	4	4	4	2	...	...	...	...	---
Captain of the Mizen Top ...	2	2	2	2	2	2	2	2	---
Sailmaker's Mate	2	2	2	2	1	1	...	...	---
Coxswain of the Cutter ...	2	2	2	2	1	1	1	...	---
†Cooper	1	1	1	1	1	1	1	1	1
†Caulker's Mate	1	1	1		1	1	1	1	1
†Sick Berth Attendant	1	1	1	...	...	...	1	1	1
†Musician	1	1	1	1	1	1	1	1	1
§Leading Seaman	60	40	25	20	18	12	8	8	6
Shipwright	6	6	5	4	4	3	3	3	2
Yeoman of Store Rooms	3	3	3	2	1	1	...	...	...
Second Captain of the Hold ...	1	1	1	...	...	...	...	...	...
†Painter	2	2	2	2	1	1	1	1	1
Sailmaker's Crew	3	3	3	3	2	1	2	1	1
†Blacksmith's Crew	2	2	1	1	1	1	...	...	...
†Tinsmith	1	1	1	1	1	...	...	...	...
†Armourer's Crew	2	2	1	1	1	1	...	...	...
Carpenter's Crew	12	10	9	8	6	5	4	4	4
Cooper's Crew...	2	2	1	1	1	1	...	...	...
†Stoker and Coal Trimmer, *see below*									
Able Seamen	...	...	...	The number to complete the complement.					
Ordinary Seamen									
Second Class Ordinary Seamen ...									
†Bandsman¶	18	18	16	12	10	...	...	...	...
†Tailor	2	2	2	1	1	1	1	1	1
†Shoemaker	2	2	2	1	1	1	...	...	...
†Butcher	2	2	2	1	1	1	...	...	...
†Lamp Trimmer	1	1	1	1	1	1	1	1	1
†Captain's Steward	1	1	1	1	1	1	1	1	1
†Captain's Cook	1	1	1	1	1	1	1	1	1
†Ward Room Steward...	1	1	1	1	1	1	1	1	1
†Ward Room Cook	1	1	1	1	1	1	1	1	1
†Gun Room Steward	1	1	1	1	1	1	1	1	1
†Gun Room Cook	1	1	1	1	1	1	1	1	1
†Engineers' Servant	1	1	1	1	1	1	1	1	1
†Engineers' Cook	1	1	1	1	1	1	1	1	1
†Ship's Steward's Assistant	1	1	1	1	1	...	...	...	...
†Assistant Sick Berth Attendant ...	2	1	1	1	1	1	...	...	...
†Cook's Mate	3	3	2	2	1	1	1	1	1
†Barber	2	2	1	1	1	1	1	1	1
†Captain's Servant	1	1	1	1	1	1	1	1	1
†Captain's Cook's Assistant	1	1	1	1	1	1	...	...	...
†Commander's Servant	1	1	1	1	1	...	...	...	...
†Ward Room Servant	2	2	2	1	1	1	...	...	...
†Ward Room Cook's Assistant ...	1	1	1	1	1	1	...	...	...
†Gun Room Servant	2	2	2	2	2	1	1	1	1
†Warrant Officer's Cook	1	1	1	1	1	1	1	1	1
†Warrant Officer's Servant	1	1	1	1	1	1	1	1	1

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SEA-GOING SHIPS—*continued.*

Sloops.							Smaller Vessels Commanded by Lieutenants.			Ranks and Ratings.
200 190 Men.	175 Men.	150 140 Men.	130 Men.	110 Men.	100 Men.	90 Men.	90 Men.	75 65 60 Men.	55 50 Men.	
...	...	...	...	...	...	...	...	...	...	Coxswain of the Barge. (Second Class Petty Officers.)
1	...	...	...	...	...	...	...	...	...	Coxswain of the Pinnace.
...	...	...	...	...	...	...	...	...	...	Captain of the Mast.
...	...	1	...	1	1	1	1	1	1	Second Captain of the Forecastle.
...	2	2	2	1	2	1	...	...	...	Second Captain of the Main Top
...	2	2	2	1	2	1	...	...	...	Second Captain of the Fore Top
1	1	...	...	...	...	...	...	...	...	Signalman.
...	2	2	2	...	1	...	...	...	...	Second Captain of the Afterguard.
...	...	...	...	...	...	...	...	...	...	Captain of the Mizen Top.
1	1	1	1	1	1	1	...	...	...	Sailmaker's Mate.
...	...	...	...	...	...	...	...	...	...	Coxswain of the Cutter.
1	1	1	1	...	...	...	...	...	...	†Cooper.
...	...	...	1	1	1	1	...	...	...	†Caulker's Mate.
1	1	1	1	...	...	...	...	...	...	†Sick Berth Attendant
1	1	1	1	1	1	1	...	...	...	†Musician.
5	4	3	2	2	2	2	...	...	...	§Leading Seaman.
2	1	1	1	1	1	1	...	...	...	Shipwright.
...	...	...	...	...	...	...	...	...	...	Yeoman of Store Rooms.
...	...	...	...	...	...	...	...	...	...	Second Captain of the Hold.
1	1	1	1	...	...	...	...	...	...	†Painter.
1	1	1	1	...	1	...	1	1	1	Sailmaker's Crew.
...	...	...	...	...	1	...	1	...	...	†Blacksmith's Crew.
...	...	...	...	...	...	...	...	...	...	†Tinsmith.
...	1	1	1	...	...	...	...	...	...	†Armourer's Crew.
3	2	2	2	2	2	2	1	1	1	†Carpenter's Crew.
...	...	...	...	...	...	...	...	...	...	†Cooper's Crew.
...	...	...	...	...	...	...	...	...	...	†Stoker and Coal Trimmer, *see below.*
including Engineers and Stokers						...	...	...	...	Able Seamen. Ordinary Seaman. Second Class Ordinary Seamen.
...	...	...	..	...	...	...	...	...	...	†Bandsman.¶
...	...	...	...	...	...	...	...	...	...	†Tailor.
...	...	...	...	...	...	...	...	...	...	†Shoemaker.
...	...	...	...	...	...	...	...	...	...	†Butcher.
...	...	...	...	...	...	...	...	...	...	†Lamp Trimmer.
1	1	1	1	1	1	1	1	1	1	†Captain's Steward.
1	1	1	1	1	1	1	1	1		†Captain's Cook.
1	1	1	1	1	1	1	...	...	...	†Ward Room Steward.
1	1	1	1				...	...	...	†Ward Room Cook.
1	1	1	1	...	1	...	1	1	1	†Gun Room Steward.
1	1	1	1	...		...	1	1		†Gun Room Cook.
1	1	1	1	1	1	1	...	...	...	†Engineer's Servant.
1	1	1	1							†Engineer's Cook.
...	...	...	...	...	...	...	1	1	1	†Ship's Steward's Assistant.
...	...	...	...	...	...	...	...	...	...	†Assistant Sick Berth Attendant.
...	...	...	...	...	...	...	...	...	...	†Cook's Mate.
1	...	...	...	...	...	...	...	...	...	†Barber.
...	...	...	...	...	...	...	...	...	...	†Captain's Servant.
...	...	...	...	...	...	...	...	...	...	†Captain's Cook's Assistant.
...	...	...	...	...	...	...	...	...	...	†Commander's Servant.
...	...	...	...	...	...	...	...	...	...	†Ward Room Servant.
...	...	...	...	...	...	...	...	...	...	†Ward Room Cook's Assistant.
1	1	...	...	...	...	...	...	...	...	†Gun Room Servant.
1	1	1	...	...	...	...	...	...	...	†Warrant Officer's Cook.
1	1	1	1	1	1	1	1	1	1	†Warrant Officer's Servant.

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TABLE OF COMPLEMENTS OF

Ranks and Ratings.	1st Rate.	2nd Rate.*	3rd Rate.	4th Rate.		5th Rate.	6th Rate.		
	1150 1120 1070 Men.	950 880 870 850 Men.	770 635 615 Men.	600 570 540 485 Men.	450 Men.	400 360 350 310 Men.	295 275 265 Men.	255 235 Men.	215 Men.
†Ship's Steward's Boy	1	1	1	1	1	1	1	1	1
Boy, First Class	49	45	39	33	33	31	28	28	28
Boy, Second Class	26	24	23	21	21	15	15	15	15
STEAM DEPARTMENT.††									
Chief Engineer	The number of Engineers and Stokers according								
Engineer									
Assistant Engineer, First Class ...									
Assistant Engineer, Second Class ...									
†Leading Stoker...									
†Stoker and Coal Trimmer									
†Second Class Stoker and Coal Trimmer									
ROYAL MARINES.									
Captain	1	1	1	1	...	...	...	...	...
Lieutenant	3	3	2	1	1	1	1	1	1
Sergeant	4	3	3	2	2	2	2	1	1
Corporal	4	3	3	2	2	2	2	1	1
Drummer and Bugler...	2	2	2	1	1	1	1	1	1
Private	146	138	114	63	49	43	34	25	25
	Seamen Gunners, in addition to Gunners' Mates, are to be in the above Ratings								
	125	100	70	60	50	40	20	20	18
	Gunnery Instructors to be included in the								
	6	5	5	4	4	2	2	2	2

* Second Rates, having three decks, are to be allowed to bear 7 Lieutenants, and 2 Second Masters in part Complement.

† Men holding the Ratings marked thus † are not to take Military Command.

§ When Leading Seamen cannot be procured, Able or Ordinary Seamen are to be borne in lieu.

¶ Foreigners may be entered.

†† A Yeoman of Signals to be borne in addition, in Flag Ships at home and abroad; to be paid the same as a Chief Quartermaster.

Leading, Able, or Ordinary Seamen may be borne in lieu of Petty Officers, when men fit for Petty Officers' Ratings cannot be obtained.

A proportion of Marine Artillery (out of the complement of Marines) is to be borne in all Steam Ships, namely:—

Rate or Class.	Screw Ships.						Paddle Ships.					
	Subalterns.	Serjeants.	Bombardiers.	Fifers.	Gunners.	Total.	Subalterns.	Serjeants.	Bombardiers.	Fifers.	Gunners.	Total.
1st Rates	1	1	1	1	25	29	...	...	...	...	...	...
2nd Rates	...	1	1	...	20	22	...	...	...	...	...	...
3rd and 4th Rates	...	1	1	...	17	19	...	...	...	...	...	...
5th and 6th Rates	...	1	1	...	15	17	1	1	1	...	15	18
Sloops	...	...	1	...	5	6	...	...	1	...	5	6
Sloops of 100 men	...	...	...	...	...	...	...	...	1	...	3	4
Gun Vessels, 60 and 80 men	...	...	1	...	2	3	...	...	...	...	...	...

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SEA-GOING SHIPS—*continued.*

Sloops.							Smaller Vessels Commanded by Lieutenants.			Ranks and Ratings.
200 190 Men.	175 Men.	150 140 Men.	130 Men.	110 Men.	100 Men.	90 Men.	90 Men.	75 65 60 Men.	55 50 Men.	
1	1	1	1	...	...	...	...	...	..	†Ship's Steward's Boy.
22	20	13	10	10	10	8	6	6	6	Boy, First Class.
12	10	8	6	6	6	6	4	4	4	Boy, Second Class.
										STEAM DEPARTMENT.
to the Horse Power of each Ship.										Chief Engineer. Engineer. Assistant Engineer, First Class. Assistant Engineer, Second Class. †Leading Stoker. †Stoker and Coal Trimmer. †2nd Class Stoker and Coal Trimmer.
										ROYAL MARINES.
...	...	...	...	...	...	...	...	...	...	Captain.
...	...	...	...	...	...	...	...	...	...	Lieutenant.
2	1	1	1	1	...	1	...	...	..	Sergeant.
1	1	1	1	1	1	1	1	1	1	Corporal.
1	1	1	1	...	...	...	...	...	...	Drummer and Bugler.
21	17	17	17	15	9	13	9	7	7	Private.
borne in the following proportions; but they are to be included either as Petty Officers or Seamen.										
16	14	14	12	6	10	6	5	5	5	
number of Seamen Gunners allowed.										
1	1	1	1	1	1	1	...	...	...	

†† ESTABLISHMENT OF ENGINEER OFFICERS AND STOKERS FOR HER MAJESTY'S SHIPS.

ENGINEER OFFICERS.

Ships under 200 Horse Power	...	...	...	3 Engineers and Assistant Engineers.
at 200 and under 350	...	...	1 Chief.	3 ,,
at 350 and under 500	...	...	1 ,,	4 ,,
at 500 and upwards	...	...	1 ,,	6 ,,

STOKERS.

Screw Steam Ships. Leading Stokers.	Stokers including Stokers of 2nd Class.	Horse Power.	*Paddle Wheel Ships and Troop Ships.* Leading Stokers.	Stokers including Stokers of 2nd Class.
1	5	under 100		
2	6	100 and under 150	3	6
2	8	150 ,, 200	3	9
3	9	200* ,, 250	3	12
3	11	250* ,, 300	4	14
4	12	300 ,, 400	4	17
4	14	400 ,, 500	6	18
5	15	500 ,, 550	6	21
5	17	550 ,, 600	6	24
6	18	600 ,, 700	6	27
6	20	700 ,, 800	6	30
6	22	800 ,, 900	6	33
6	24	900 and 1000	6	36

* Sloops with two Stoke-holes to have 12 Stokers.

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FORM of INSPECTION and of the Preparation for Battle for Her Majesty's Ships.

Inspecting Officers are to be most strict in their Inspection, and this Form is to be carefully filled up and transmitted at the proper periods, that the Admiralty may be enabled to judge of the efficiency of H.M. Ships.

Name of the Ship....	Where and when Commissioned
By whom now Inspected	Where at, and Date....

The Inspecting Officer is to examine and report with reference to the following points:—

1. Name of Captain or Commander, and date of his appointment
2. Station where the Ship has been employed ... ...
3. Last Inspection,—By whom made and at what place? ...
4. Divine Service,—If regularly performed, and by whom? ...
5. Smoking,—If regulations have been attended to? ... ...
6. If the Subordinate Officers have been Instructed
   - By the Naval Instructor ... ...
   - In practical seamanship and exercises aloft?
   - At the Gun, Musket, and Cutlass Drill? ...
   - In the engine-room, by the Chief Engineer?
7. Ship's Log, Record, and other Books to be examined, and their state reported ... ...
8. Paymaster's Accounts, &c.—Special inquiry to be made with regard to them, whether they have been completed and transmitted at the proper periods; and if not, the same is to be reported by letter to the Secretary to the Admiralty ... ...
9. Petty Officers, Seamen, and Boys.—Strict inquiry is to be made whether they have been properly rated with reference to their age, ability, and fitness for their duties, and especially if the Boys have been exercised aloft, and been properly instructed in their various duties as Seamen
10. What System is followed to instruct the Ordinary Seamen to prepare them for better Ratings? ... ...
11. Marines.—To what Division they belong, and their state of efficiency ... ...
12. Defaulter's Books for Seamen and Marines to be examined and reported on, relative to the description and duration of summary punishments; and whether all those inflicted have been recorded. Report also as to Record of Conduct Book; and whether the characters of the crew have been noted in their certificates according to the instructions on that head ... ...
13. Leave on Shore.—If it has been given to the Ship's Company; at what Ports also when last leave was granted, and whether allowed by the orders of the Station? ...

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Form of Inspection, &c.—*continued.*

14. Seaman-Schoolmaster,—Whether he performs his duties, and how many persons he has under instruction... ...

15. Provisions,—Whether there has been, or is, any complaint against them, and whether any condemnations have taken place? If so, from what cause? ... ...

16. Has Monthly Advance been paid at proper periods,—also Wages, and if now in course of Pay, from what date? ...

17. Articles of Experiment,—If there are any under trial on board; what opinion has the Captain formed of their merits; and have the reports been regularly transmitted to the Admiralty? ... ...

18. Bow and Mast-head Lights,—Whether properly fitted; and if the Officers of the watches are acquainted with the regulations for clearing vessels at night? ... ...

19. Bedding and Clothing,—Are lists of the Seamen's clothing kept by the Officers? ... ...

20. Are the Instructions respecting the Clothing of Men complied with? ... ...

21. What are the Captain's regulations with regard to Inspections of Clothing and Bedding ... ...

22. Are proper precautions taken to avoid making Inspections unnecessarily irksome? ... ...

23. Of what number of men was the Clothing examined, and was it compared with the Officers' Division List ... ...

24. Of what number of men did the Inspecting Officer examine the Bedding? ... ...

25. Is the Inspecting Officer satisfied with the personal cleanliness of the Crew, and with the condition of their Clothing and Bedding? ... ...

26. How often are the men furnished with check notes of the charges against them on the books? ... ...

27. What time is set apart, periodically, when the service will admit of it, for the Ship's Company to make and mend their clothes? ... ...

28. Ship, Armament, &c.—Has the Captain any observations to offer in regard to the qualities of the Ship, or any recommendations to submit, which it is considered would render the Ship in any respect more serviceable and efficient? ...

29. Places of Confinement,—Whether of suitable dimensions and properly ventilated, or otherwise? ... ...

30. Filling Live Shells in Action,—Has a place been set apart for the purpose... ... ...

31. Admiralty, Watch, Station, Quarter, and Fire Bill,—Whether the regulations therein contained have been attended to? ... ...

32. Paddle-Box Boats,—Whether ready and efficient for Service?... ... ...

33. Advancement of Ordinary Seamen,—With reference to Questions Nos. 9 and 10. Have Quarterly Lists been submitted by the Officers of Divisions to the Captain, of Ordinary Seamen of either Class desirous of examination for a better Rating ... ...

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Form of Inspection, &c.—*continued.*

34. Good Conduct Badges,—Whether correctly awarded? ...

35. Messes,—Have all debts been paid? ... ...

36. Messes,—If the ward-room, gun-room, and Engineer Officers' messes have been conducted in a satisfactory manner, and with proper economy? ... ...

	£	s.	d.
Ward Room—			
Mess Entrance			
Monthly Subscription			
Gun Room—			
Mess Entrance			
Monthly Subscription			
Engineers' Mess—			
Entrance			
Monthly Subscription			

PREPARATION FOR BATTLE.

At General Quarters,—Whether the Ship was cleared for action with order and rapidity ... ...

How many of her guns (specifying on which deck) are masked by cabins? ... ...

If the Stern and Bow Ports are clear and ready for the Guns on each deck? ... ...

Date of last:
- Inspection at Quarters ... ...
- Shot practice at a target and double Shotting ... ...
- Shell practice ... ...
- Night quarters, and whether exercised with powder ... ...

Do the Officers understand the Gunnery Instructions, and are they properly qualified to exercise their men... ...

Have the men been properly trained to the guns, and to fire with precision? ... ...

The same as to rapid horizontal fire? ... ...

Are all the arrangements proper and judicious:
- For the Magazine, and for action? ... ...
- Boarding and repelling boarders ... ...
- For the helm, in the event of accident to the wheel, tiller, or tiller ropes ...
- For stoppering, repairing, or replacing rigging or spars, also for clearing wreck of masts, &c.... ... ...
- With pumps, hoses, buckets, &c., in case of fire? ... ...

Were the Stern and Bow Guns exercised on each deck? ...

Are the boats properly and efficiently fitted for all services ...

Are the established number of Field Pieces on board; and have the men been trained to the exercise? ... ...

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Form of Inspection, &c.—*continued.*

IN VESSELS WITH STEAM POWER.

Description of Engines ... ...
By whom made? ... ...
Of what power? ... ...
When fitted to the Ship? ... ...
If they have at any time been defective, or have broken down; if so, when, and cause? ... ...
Whether now in good order and work satisfactorily, or in any manner defective, and if so, from what cause? ...
When last overhauled and repaired? ... ...
If a screw, diameter and pitch? ... ...
If paddles, diameter and breadth? ... ...
Description of Boilers ... ...
When put on board? ... ...
Where made? ... ...
Their present state? ... ...
At what pressure they are worked per square inch? ... ...
How long they will continue fit for service? ... ...
Establishment of { Engineers ... ...
Establishment of { Stokers ... ...
If the Engineers are attentive to their duty, and efficient? ...
What number of troops can the ship convey for five days and thirty days? ... ...
What quantity of Coal can she stow? ... ...
Number of days' Coal can stow { Full Steam ... ...
Number of days' Coal can stow { Expansively ... ...
Average { Rate per hour ... { Full speed ... ...
Average { Rate per hour ... { Expansively ... ...
Average { Distance run with one ton of Coals { Full speed ... ...
Average { Distance run with one ton of Coals { Expansively ... ...
Whether the Captain or Chief Engineer has any submission to make with reference to the Machinery, or Boilers, to render them more efficient ... ...

General Remarks, with Inspecting Officer's opinion of the Ship's Company, and the state of efficiency and cleanliness of the Ship, &c.

Signature and Rank of Inspecting Officer.

NOTE.—*If there should not be sufficient space for answering certain questions in sufficient detail, a separate sheet is to be annexed.*

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Form of Inspection, &c.—*continued.*

H. M. Ship

	Ft.	Ins.		
Length of Lower Dock			Burden in Tons	
Breadth, Extreme			Quantity of Provisions the Ship can stow	
Draught of Water, when completed, with Stores and Provisions				

ARMAMENT.*

	No.	Prs.	Weight	Length	Round of Shot on Deck for each Gun	
					Round Shot	Grape or Cannister
Gun Deck						
Middle Deck						
Main Deck						
Quarter Deck						
Poop						
Forecastle						
Total						
Boats						

The SHIP'S Full Complement.

	Establishment of	Borne	No. Borne for Continuous Service	Short of Complement	Supernumeraries on board	Number of Desertions since Commissioned
Officers						
Engineer Officers						
Warrant Officers						
Subordinate ditto						
Chief Petty Officers						
1st Class P. Officers						
2nd Class ditto						
Leading Seamen						
Artificers						
Effective A.B.'s						
Stokers						
Ordinary { 1st Class... ...						
Ordinary { 2nd Class ...						
Stewards, Cooks, and others						
1st Class Boys						
2nd Class Boys						
Marines						
Totals						

* The number, weight, &c., of Armstrong's guns, to be inserted, separately, in red ink.

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A STATEMENT of the Musters of the Crews of Her Majesty's Ships and Vessels undernamed, and Certification of the Inspection of all Authorities in the Possession of their respective Captains and Commanders, for Entries and Discharges; and of the Examination of their Books, at the 186 .

Time when Mustered	Place where	Ships and Names	Complement: Allowed	Complement: Borne	Ship's Company: Borne	Ship's Company: Mustered	Ship's Company: Checked	Ship's Company: Sick	Boys: Borne	Boys: Mustered	Boys: Checked	Boys: Sick	Marines: Borne	Marines: Mustered	Marines: Checked	Marines: Sick	Supernumeraries for Wages, Men: Borne	Supernumeraries for Wages, Men: Mustered	Supernumeraries for Wages, Men: Checked	Supernumeraries for Wages, Men: Sick	Supernumeraries for Wages, Boys: Borne	Supernumeraries for Wages, Boys: Mustered	Supernumeraries for Wages, Boys: Checked	Supernumeraries for Wages, Boys: Sick	Supernumeraries for Wages, Marines: Borne	Supernumeraries for Wages, Marines: Mustered	Supernumeraries for Wages, Marines: Checked	Supernumeraries for Wages, Marines: Sick	Supernumeraries for Victuals, Men: Borne	Supernumeraries for Victuals, Men: Mustered	Supernumeraries for Victuals, Men: Checked	Supernumeraries for Victuals, Men: Sick	Supernumeraries for Victuals, Boys: Borne	Supernumeraries for Victuals, Boys: Mustered	Supernumeraries for Victuals, Boys: Checked	Supernumeraries for Victuals, Boys: Sick	Supernumeraries for Victuals, Marines: Borne	Supernumeraries for Victuals, Marines: Mustered	Supernumeraries for Victuals, Marines: Checked	Supernumeraries for Victuals, Marines: Sick	I do certify, that I have mustered the Ship's Company, and Supernumeraries of every description, on board the Ship against which my signature is written; and that the Statement of the Numbers present, and of the Checks on the Ship's Books, is correct.	The Mustering Officer's Signature.	I do certify, that, in addition to this Muster, I have looked over all the Authorities in the Captain's possession, for Entries and Discharges, and have examined the Ship's Books, which are* made out; and have found everything relating to them complete and correct.	The Mustering Officer's Signature.

Note.—The Crews of Tenders, if mustered separately from the Ship to which they are attached, are to be Inserted in red ink, stating the name of the Ship to which such Tenders are attached.

* The blank to be filled up with the words "carefully and neatly," if they are so; otherwise to be filled up as they are found to be.

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A HALF-YEARLY General RETURN of Treasure conveyed in Her Majesty's Ships on the Station, under the command of between the day of 186 , and the day of , 186 , to answer the Provisions of the Freight Proclamations.

Ship	Captain	Received			Consigned		Species of Treasure; or, other Articles on which Freight is payable.	Total Amount received on board, noting whether certain or estimated	Rate per Cent.	When and where landed, or to what Vessel transshipped. If reshipped to be inserted as a new Shipment	Greenwich Hospital Proportion	Name and Address of the Agent authorized to give information respecting the Proportion due to the Hospital
		When	From whom	At what Place	To whom	To what Place						

FORM for the JOURNAL of a Commander-in-Chief (or of a junior Flag Officer, or of the Captain of the Fleet).

Day of the Week	Day of the Month	Place of the Ship at Noon	Heads of Orders and Letters received, except from the Admiralty	Heads of Orders and Letters written, except to the Admiralty	Signals made from the Ship	Signals made to the Ship	Remarks and Occurrences

_____ Station, _____ 186 . } A RETURN of the number of Petty Officers, Seamen, and Marines, on this Station whose period of service has expired, but who are retained in consequence of Special Emergencies.

Ship	Number of Men in each class detained								On what ground detained
	Petty Officers (Seamen Class)	Ditto (Artificers, &c.)	Leading Seamen	Able Seamen	Ordinary and 2nd Class Ordinary	Other Men	Non-commissioned officers of Marines	Private Marines	

Commander-in-Chief or Senior Officer.

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Name of the Station.*

Date _____

THE STATE and CONDITION of Her Majesty's Ships and Vessels on the Station, under the Command of Her Majesty's Ship at the of 186 .

COMPLEMENTS; SUPERNUMERARIES; AND PROVISIONS, &c.	SHIPS' AND CAPTAINS' NAMES																					Totals
DATE OF EACH SHIP'S RETURN																						
Whole Complement ... ... Number																						
SEAMEN. Of the Number borne	Complement																					
	Borne																					
	Mustered																					
	Officers																					
	Subordinate Officers																					
	Petty Officers																					
	Artificers																					
	Leading and Able Seamen ...																					
	Ordinary Seamen																					
	2nd Class Ordinary																					
	Stokers																					
	Stewards, Cooks, and others ...																					
SEAMEN. Short of Complement	Officers																					
	Sub-Lieutenants and Midshipmen																					
	Naval Cadets																					
	Other Subordinate Officers ...																					
	Petty Officers																					
	Artificers																					
	Leading, Able, Ordinary, and 2nd Class Ordinary Seamen																					
	Stokers																					
	Stewards, Cooks, and others ...																					
MARINES OR SOLDIERS	Complement																					
	Captains																					
	First Lieutenants...																					
	Second Lieutenants																					
	Ensigns																					
	Sergeants																					
	Corporals																					
	Fifers																					
	Privates																					
	Borne																					
	Mustered																					
	Short of Complement																					

* The Name of the Station is to be distinctly written in the left hand corner.

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The STATE and CONDITION of Her Majesty's Ships, &c.—*continued.*

Complements; Supernumeraries; and Provisions, &c.	Ships' and Captains' Names																								Totals
Gunnery Establishment	Complement																								
	Gunnery Lieutenant																								
	Gunnery Sub-Lieutenants																								
	Gunnery Instructors																								
	Gunners' Mates																								
	Seamen Gunners																								
	Officers short																								
	Gunnery Instructors short																								
	Gunners' Mates short																								
	Seamen Gunners short																								
Boys — 1st Class	Complement																								
	Borne																								
Boys — 2nd Class	Complement																								
	Borne																								
	Mustered																								
	Short of Complement																								
	Total Short of Complement ...																								
Difference since Last Account	Entered																								
	Discharged from the Service																								
	" into other Ships																								
	" Unserviceable																								
	Dsqd.																								
	Dead																								
	Run...																								
Supernumeraries — For Wages and Victuals and Disposable	Commissioned, Warrant, or Subordinate Officers ... ... — Borne ...																								
	Commissioned, Warrant, or Subordinate Officers ... ... — Mustered ...																								
	Petty Officers, Seamen, Marines, or Boys ... ... — Borne ...																								
	Petty Officers, Seamen, Marines, or Boys ... ... — Mustered ...																								
Supernumeraries — Of other Ships	Commissioned, Warrant, or Subordinate Officers ... ... — Borne ...																								
	Commissioned, Warrant, or Subordinate Officers ... ... — Mustered ...																								
	Petty Officers, Seamen, Marines, or Boys ... ... — Borne ...																								
	Petty Officers, Seamen, Marines, or Boys ... ... — Mustered ...																								
	Passengers, Soldiers, or others ... ... — Borne ...																								
	Passengers, Soldiers, or others ... ... — Mustered ...																								
	Invalids, &c. ... ... — Borne ...																								
	Invalids, &c. ... ... — Mustered ...																								
	Women																								
	Children																								
	Prisoners																								
Sick ...	Number on Board																								
	Number on Shore																								
	Total Number Victualled																								
Provisions ... ... Days																									
Fuel and Lights ... ... on Board																									
* Water ... — The Ship stows ... ... Tons																									
Water ... — On Board ... ... Imperial																									
Water ... — Daily Expense ... ... Measure																									

* In Steam Vessels these particulars *as to Coals* are to be inserted in Red Ink, under the quantity of Water, on each of these three lines.

The Secretary of the Admiralty.

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The STATE and CONDITION of Her Majesty's Ships, &c.—*continued.*

A REPORT of Officers Joining				OFFICERS Absent and Men Lent					
Ships and Vessels	Names and Rank of Officers who have joined since the Date of the last Report	Dates of their Appointments	Time of Joining	Officers' Names and Rank	Occasion of their Absence. If on leave, when it expires	Qualities	From what Ship	To what Ship	The occasion of their being lent

The CONDITION of the Ships and Vessels, and a Return of Supernumeraries.

Ships and Vessels	When last			The present State of each Ship and Vessel	Probable Time of her being in the State for which she is ordered	When the next payment of Wages to the Crew will be due		For Wages and Victuals							Disposable								Of other Ships							Troops					
								Officers			Other Classes				Officers			Other Causes							Officers			Other Classes								
	Docked	Coppered	Refitted					Commissioned	Warrant	Subordinate	Petty Officer	Leading Seamen	Marines	Boys	Commissioned	Warrant	Subordinate	Petty Officers	Leading and Able	Ordinary	1st Class Ordinary Seamen	Marines	Boys	Commissioned	Warrant	Subordinate	Petty Officers	Seamen	Marines	Boys	Women	Children	Passengers	Prisoners		
							SUPERNUMERARIES.																													

Commander-in-Chief or Senior Officer.

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_____ Station, _____ 186 . { A RETURN showing the Numbers required to complete the Complements of the Ships on this Station, with the Ratings specified, and the Numbers borne with the same Ratings for disposal.

Ship	Date of Return from Ship		Masters-at-Arms	Ship's Corporals	Seamen's Schoolmasters	Ships' Stewards	Gunners' Mates	Other Chief and 1st Class Petty Officers of the Seaman Class	2nd Class Petty Officers of the Seaman Class	Leading Seamen	Able Seamen	1st & 2nd Class Ordinary Seamen	Leading Stokers	Stokers	2nd Class Stokers	Sailmakers	Sailmakers' Mates	Ropemakers	Carpenters' Mates	Caulkers	Carpenters' Crew, Shipwrights' and Caulkers' Crew	Blacksmiths	Blacksmiths' Crew	Armourers	Armourers' Crew	Plumbers	Tinsmiths	Coopers	Coopers' Crew		Boys		Royal Marines					
																																Light Infantry			Artillery		
																															1st Class	2nd Class	Sergeants	Corporals	Privates	Sergeants	Bombardiers	Gunners
		Short																																				
		Disposable																																				
		Short																																				
		Disposable																																				
	Total...	Short																																				
		Disposable																																				

Commander-in-Chief or Senior Officer.

The Secretary of the Admiralty.

1. The numbers disposable to be shown in red ink.
2. At the back of this Return the Commander-in-Chief is to note such information as he may be able to afford with regard to the probability of procuring Volunteers at the several Ports within his command, eligible to fill the vacancies for Seamen and Artificers.

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H.M.S. _____
at
the day of 186 .

A RETURN showing the Number and Disposition of Her Majesty's Ships under the Command of

	No.
	Ship's Name
	Guns
	Captain
	Time taken under the Admiral's Command
	HOW EMPLOYED: Station, describing the limits thereof
	HOW EMPLOYED: Nature of her Orders, or Service she is directed to perform
	Date of her Orders
	Time sailed in execution thereof
	To what Time the Orders are in force, or when the Ship is expected to be relieved
	Probable Time from this date when the Ship may require to go into Port to refit or replenish or (if abroad) to be sent home
	Time last refitted
	When last docked and her bottom cleaned
	Time she was last coppered, and whether she has touched the ground or been ashore, since the date of last report
	Name of the Ship likely to replace her, if intended to be relieved
	Whether her Books and Accounts have been made up, and forwarded to England to as late a period as practicable, mentioning the date of each as per the Ship's Return
	Remarks. Including any further useful information

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H.M S. _____, at _____

Station. _____, 186 .

A RETURN of the Promotion, Appointment, or Removal of Commission, Warrant, and Subordinate Officers in Her Majesty's Ships on this Station, between the of and the of 186 .

Date of Promotion, Appointment, or Removal	Name	Rank	From what Ship	To what Ship	In what Rank	In whose Vacancy	Cause of the Vacancy	Remarks

The Secretary of the Admiralty. *Commander-in-Chief or Senior Officer.*

_____ Station, _____ 186 . { _____, his Contingent Account as for the period between the and the , 186 .

	Date	Particulars of Disbursements	Sum disbursed		
			£	s.	d.

The Amount of this Account to be paid to me by Mr. Paymaster of H.M.S.

Commander-in-Chief.

Received this day of 186 , from Mr. Paymaster of H.M.S. , the above-mentioned sum of Pounds, Shillings, and Pence, in

Commander-in-Chief.

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ACKNOWLEDGMENT of ORDERS and LETTERS received from the Admiralty by , on the , 186 , at , per

Date	Initial Letter	Ship's Name, &c.	Subject of Order or Letter	Result

* _____ **GENERAL DAILY LETTER.**

Wind and Weather { At 8 a.m. _____
At noon _____
At 4 p.m. _____

No. _____

With _____ Enclosures.

_____, at _____,

SIR, , 186 *

1. _____

The Secretary of the Admiralty.

NOTE.—Each Enclosure to be numbered thus:—

"*Enclosure No.* _____ *in* * _____ *Daily Letter,*

No. _____ *of* _____ 186 ."

And a List of the whole inserted at the end of the Letter.

* Port.

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_____ Station,
_____ day of
_____ 186

A DAILY REPORT of the State of Her Majesty's Ships at

Ship; Captain	Rate	Guns	Horse Power	At what Anchorage	Date and Time of Arrival; or if fitting out, of being Commissioned	No. of Days in Port	Under what Orders	Date when the Ship will be out of the hands of the: Dockyard	Date when the Ship will be out of the hands of the: Engineers	Date when the Ship will be ready to: go out of Harbour	Date when the Ship will be ready to: go to Sea†	Date when the Ship will be ready to: or, to be Paid off	No. of tons of Coal Short	No. of Days' Provisions on Board	Whole Complement	Officers	Sub-Lieutenants, 2nd Masters, Midshipmen, Masters' Assistants, N. Cadets	Assistant Paymasters, Clerks, Assistant Clerks	Warrant Officers	Petty Officers (not Artificers)	Leading Seamen and A. B's.	Ordinaries, 1st Class	Ordinaries, 2nd Class	Artificers: Carpenters, Shipwrights, Caulkers, and Chippers	Artificers: Other Trades	Stewards, Cooks, Sandemen, &c.
1. Stationary Harbour Ships*															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
															Borne ... ... Short ... ... Permnt. Supers.											
Foreign Ships of War present															Borne ... ... Short ... ... Permnt. Supers.											

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______________, ______________ Commander-in-Chief. { Wind ______________
Weather ______________ }

Marines		Boys		Steam Department								Totals	1. Have the Crew been paid Advance? 2. To what date has the Monthly Advance been paid?	Payment of Wages to the Crew—when due	No. of Petty Officers, Seamen, Artificers, and Stokers				Total number of Desertions since in Commission	Names and Rank of Officers				Actual Vacancies, and Rank of Officers Short, requiring to be filled up	Remarks
Commissioned Officers	Other grades	1st Class	2nd Class	Chief Engineers	Other Engineers		Leading Stokers	Stokers.							Entered since yesterday	Discharged since yesterday	Checked without leav	Checked from other causes		On Leave, and when it will Expire	Sick at Hospital, and probable Date when they will return to their Ship	Appointed but not Joined, specifying the Date of Appointment	Absent on Duty, and where, or in what Ship		
																							Admiral.		Complements. Permanent Supernumeraries. Other Supernumeraries. Total number borne, including all Supernumeraries ... } ______

Long Service Pensioners in Stationary Harbour Ships, as P.O's, Seamen, Artificers, and Stokers: Ship________No.

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DAILY REPORT, &c.—*continued.*

_____ Station, _____ 186 . { Officers at _____ disposable, or waiting Passage to join their proper Ships.

In what Ship borne	Received		Name	Rank	If checked, state the Reason. If on leave, when it will expire	To what Ship belonging	Discharged	
	When	Whence					When	Whither

Prisoners on board the Flag Ship at _____

Received		No.	Quality.	To what Ship belonging	Discharged		Reasons for being so borne (If an Officer, insert his Name)
When	Whence				When	Whither	

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DAILY REPORT, &c.—*continued.*

Tenders, &c., attached to Her Majesty's Ships at _____

To what Ship attached	Name of Tender	Name and Rank of Officer in charge	If not ready for Service, state the reason why, and when she will be ready	Remarks

Ships in the 1st Division of the Steam Reserve at _____

Ship	Rate	Guns	Horse Power	Name and Rank of the Officer in Charge	When the Ship will be out of the hands of the		No. of Days before the Ship could proceed to Sea, if Manned
					Dockyard	Engineers	

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DAILY REPORT, &c.—*continued.*

_____ Station,

Non-Continuous Service Men borne for

	Master at Arms	Chief Gunner's Mate	Chief Boatswain's Mate	Chief Captain of Forecastle	Admiral's Coxswain	Chief Quartermaster	Seamen's Schoolmaster	Ship's Steward	Ship's Cook	Ship's Corporal	Gunner's Mate	Boatswain's Mate	Captain's Coxwain	Captain of Forecastle	Quartermaster	Yeoman of Signals	Coxswain of Launch	Captain of Maintop	Captain of Foretop	Captain of Afterguard	Captain of Hold	Sick Berth Steward	Coxswain of Barge	Coxswain of Pinnace	Captain of Mast	2nd Captain of Forecastle	2nd Captain of Maintop	2nd Captain of Foretop	2nd Captain of Afterguard	Signalman	Captain of Mizentop	Coxswain of Cutter	Musician	Sick Berth Attendant
Borne																																		
Checked																																		
Available																																		
Entered } since																																		
D.* } yesterday																																		

Continuous Service Men borne for

Borne																																		
Checked																																		
Available																																		
Entered } since																																		
D.* } yesterday																																		

Total number of Men available at _____

Number available ..																																		
Required for Stationary Harbour Ships																																		
Required for sea-going Ships																																		
Surplus																																		
Deficiency																																		

For what Ship.	Waiting Passage at _____

Men and Boys under Training.

Novices	Boys

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DAILY REPORT, &c.—*continued.*

__________________ 186__

disposal at __________________

Artificers																			Steam Dept.							Ordrs.		Boys					* To what Ships discharged, or how disposed of
Sailmaker	Sailmaker's Mate	Sailmaker's Crew	Ropemaker	Chief Carpenter's Mate	Carpenter's Mate	Shipwright	Carpenter's Crew	Painter	Caulker	Caulker's Mate	Blacksmith	Blacksmith's Crew	Armourer	Plumber	Tinsmith	Armourer's Crew	Cooper	Cooper's Crew	Leading Stoker	Stoker	2nd Class Stoker	Leading Seaman	Yeo. Storerooms	2nd Captain of Hold	Able Seaman	1st Class	2nd Class	1st Class	2nd Class	Cooks, Stewards, &c., &c.	Marines	Totals	

disposal at __________________

showing the number required to complete the Ships there.

to join their Ships.

In Gunnery Depôt.

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_____, _____, 186

RETURN of Leave granted by me to Officers under my Command.

Officers' Names	Rank	Ship	No. of Days' Leave granted	

Commander-in-Chief.

FORM of the PASSING CERTIFICATE in Seamanship for the Rank of Lieutenant, Master, or Second Master.

In pursuance of an Order from , we, whose names are hereunto annexed, have called before us Mr. , and find, by his Certificate of Baptism, that he is of the proper age as required by the Regulations; that he has served in the following Ships, for the under-mentioned periods:—

Ships served in	Date of		Rating	Time served		Remarks
	Entry	Discharge		Y.	D.	

He produces Certificates of Good Conduct, for the period required by the Regulations, from the Officers under whom he has served; especially from

We have strictly inquired into the said Mr. professional knowledge in all the details of an Officer's and Seaman's duty, under the following heads, against each of which we have stated our opinions of his proficiency:—

1. State of his Log Book from the date of his first appointment to a sea-going Ship, and if it contains Track Charts and Sketches of Headlands, &c.
2. His acquaintance with the Stowage of Ships' Holds.
3. Knowledge of Masting Ships, fitting Rigging and Sails, Rigging Ships, Mooring an dUnmooring, Shifting Masts, Yards, Laying out Anchors, Rigging Sheers, &c., and his practical knowledge of the Details of a Seaman's Duty in all its branches.
4. As Officer of a Watch, the practice of Working and Manœuvring Ships under all circumstances of Wind and Weather, Shifting Sails, &c.
5. * Acquaintance with the Name and Use of the parts of the Engine, Boiler, &c.; Construction and Principle of the Engine; Practical Working of the Engine and Boiler.
6. Date of Provisional Examination, and by whom.

NOTE.—The Examining Officers to state whether this Officer has any knowledge of the Flags and Signals, and the manner of Performing the Evolutions of a Fleet; also of Stationing a Ship's Company.

And after a careful consideration of this Officer's examination, we are of opinion that he is † to take charge of and perform the responsible duties of Officer of a Watch on board any of H.M. Ships, and is entitled to a ‡ class Certificate.

Given under our hands at this day of

Captain, H.M.S.
Captain, „
Captain, „

Candidate's Signature at full Length _____

Place where Born, Date of Birth, and Age on entering the Service _____

N.B.—In the case of an Officer passing for a Master or Second Master, the Examination is to be conducted in the presence of a Captain or Commander by three Masters.

*When an Officer passes for Seamanship on the Home Station his knowledge of steam need not be inquired into.
† Qualified or not qualified. ‡ 1st, 2nd, 3rd.

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FORM of the PASSING CERTIFICATE of Qualification for a GUNNER.

Pursuant to an Order from , we, whose names are hereunto subscribed, have examined Mr. touching his qualifications to serve as a Gunner in Her Majesty's Fleet, and we find as follows:

He appears to be years of age, and to have served in the Ships undermentioned, viz.:—

Ships	Captains	Entry	Quality	Discharge	Cause of Discharge	Time		
						Y.	M.	D.

He produces Certificates of service, ability, and good conduct from Captains

and has served in the Navy as required by the Regulations, to qualify him to receive a Gunner's Warrant.

He is a good practical Seaman; he knows the use and exercise of the Great Guns, and how to secure them and lash their Muzzles; he knows the proportion of Powder for loading Guns of every description, the method of filling the Cartridges, and the arrangement of them in the Magazine; also the management of Shells and their Fuzes, &c.; he understands how to make Wads for Guns of different calibres, and how to make and fill Musket Cartridges; he can write sufficiently well to keep a rough Account of his Stores, in clear and intelligible writing, and understands the use of figures; and after full examination we deem him to be perfectly competent to fill the Station of a Gunner in one of Her Majesty's Ships.

☞ *Any further remarks to be here inserted*

Given under Our Hands, this day of 186 .

Candidate's Signature at full length.

In the presence of

Captain of Her Majesty's Ship
Master of Her Majesty's Ship
Gunner of Her Majesty's Ship
Gunner of Her Majesty's Ship
Gunner of Her Majesty's Ship

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FORM of the PASSING CERTIFICATE of Qualification or a BOATSWAIN.

Pursuant to an Order from , we, whose names are hereunto subscribed have examined Mr. touching his qualifications to serve as a Boatswain in Her Majesty's Fleet, and we find as follows:

He appears to be years of age, and to have served in the Ships undermentioned, viz.:—

Ships	Captains	Entry	Quality	Discharge	Cause of Discharge	Time		
						Y.	M.	D.

He produces Certificates of service, ability, and good conduct from Captains

and has served in the Navy as required by the Regulations, to qualify him to receive a Boatswain's Warrant.

He is in every respect a thorough practical Seaman; he understands perfectly the rigging of Ships, according to the Regulations of the Navy; he knows how to secure the Anchors, how to erect and secure Sheers, and how to get Tops on and off the Lower Masts; he can write sufficiently well to keep a rough Account of his Stores in clear and intelligible writing, and understands the use of figures; and after full examination, we deem him to be perfectly competent to fill the Station of a Boatswain in one of Her Majesty's Ships.

☞ *Any further remarks to be here inserted.*

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FORM of the PASSING CERTIFICATE of Qualifications for a CARPENTER.

Pursuant to an Order from , we, whose names are hereunto subscribed, have examined Mr. touching his qualifications to serve as a Carpenter in Her Majesty's Fleet, and we find as follows:

He appears to be years of age, and to have served in the Ships undermentioned, viz.:—

Ships	Captains	Entry	Quality	Discharge	Cause of Discharge	Time		
						Y.	M.	D.

He produces Certificates of service, ability, and good conduct from Captains

and satisfactory proof of his being a good Shipwright, and has also served in the Navy as required by the Regulations, to qualify him to receive a Carpenter's Warrant.

He understands Caulking; he knows how to Fish Masts and Yards in a ready and efficient manner, and can calculate the proper proportions for making Masts and Yards from rough Spars; he can write sufficiently well to keep a rough Account of his Stores in clear and intelligible writing, and understands the use of figures; and after full examination, we deem him to be perfectly competent to fill the Station of a Carpenter in one of Her Majesty's Ships.

☞ *Any further remarks to be here inserted.*

Given under Our Hands, this day of 186

Candidate's Signature at full length.

In the presence of

Captain of Her Majesty's Ship
Master of Her Majesty's Ship
Carpenter of Her Majesty's Ship
Carpenter of Her Majesty's Ship
Carpenter of Her Majesty's Ship

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Certificate of the Intermediate EXAMINATION of a MIDSHIPMAN.

We hereby certify that Mr. has served the required period of time with the following ratings in Her Majesty's Ships :—

H.M.S._____, from_____to_____, as_____.
H.M.S._____, from_____to_____, as_____.
H.M.S._____, from_____to_____, as_____.

And we find his professional knowledge to be

In Seamanship_____
In Gunnery _____
In Navigation_____

With reference to the above, and to Article 10, at page 62, in chapter VIII. of the Queen's Regulations and Admiralty Instructions, we consider him qualified, and have granted him this Certificate of the class.

Dated on board H.M.S. , at , 186 .

Signatures of the Examining Officers.

Candidate's Signature at full length
Date of Birth

Certificate of the Intermediate EXAMINATION of a MASTER'S ASSISTANT.

We hereby certify that Mr. has served the required period of time in Her Majesty's Ships (*and in Merchant Ships, if the Candidate has served in such*), as follows:

_____
_____
_____

And we find his professional knowledge to be

In Seamanship_____
In Gunnery _____
In Navigation _____
In Stowage of Holds _____

With reference to the above, and to Article 28, at page 68, in chapter VIII. of the Queen's Regulations and Admiralty Instructions, we consider him qualified, and have granted him this Certificate of the class,

Dated on board H.M.S. , at , 186 .

Signatures of the Examining Officers.

Candidate's Signature at full length
Date of Birth

THIS IS TO CERTIFY, that now an Assistant Surgeon of the Royal Navy, has been duly examined and found qualified to serve as Surgeon on board any of Her Majesty's Ships.

Given under our hands at this day of 186 .

Candidate's Signature at full length

In the presence of

_____ Captain
_____ Surgeon of_____
_____ Do.
_____ Do. _____

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PASSING CERTIFICATE for the Rank of PAYMASTER.

In pursuance of an Order from we, whose names are hereunto annexed, have called before us Mr. and find by his Certificate of Baptism, that he is of not less than 21 years of age, that he has served as Clerk in the following Ships, or as Secretary or Secretary's Clerk, for the undermentioned periods:

Ships served in	Date of		Ratings	Time served		Remarks
	Entry	Discharge		Years of 365 days	Days	

He produces certificates of Good Conduct from the Officers under whom he has served; especially from

We have strictly inquired into the said Mr. professional knowledge in all the details of a Paymaster's duty, under the following heads, against each of which we have stated our opinions of his proficiency.

1. Knowledge of English and Foreign Weights and Measures; the value of Foreign Coins; of the rules of common Arithmetic and Decimals.
2. Mode of calculating the Rates of Exchange.
3. The calculation and payment of Wages; keeping and rendering Cash Accounts.
4. Knowledge of keeping and making out the various Ship's Books, the Entry and Discharge of Men, Checks for Absence, making out Allotment and Remittance Lists; rendering Accounts of the same, and also Warrant Officers' Accounts.
5. The Scale and Allowance of Provisions, mode of calculating the requisite quantity for a certain number of Men for fixed periods, and mode of issuing the same.
6. Acquaintance with the stowage of Provisions and Clothing in Ships' Holds and Store Rooms, and the safe custody of Provisions and Clothing to prevent deterioration.
7. Acquaintance with the Queen's Regulations and Admiralty Instructions, and Circular Orders, and Duties of the Judge Advocate of the Fleet.

A. State what Foreign Language he is acquainted with.
B. Date of Provisional Examination, if any, and by whom examined.
C. If rejected on any previous Examination, at what dates.
D. Any further remarks of the Passing Officers to be also added as the case may require.

1—1st or 2nd
2—Qualified or not Qualified

And after a careful consideration of this Officer's Examination, we consider him entitled to a[1] Class Certificate, and is[2] to take charge of and perform the responsible duties of a Paymaster of Her Majesty's Navy.

Given under our Hands at this day of 186

Paymaster, H.M.S.
Paymaster, „
Paymaster, „
Captain, H.M.S.

In the presence of

Place where Born_____

Date of Birth_____

Candidate's Signature at full length_____

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FORM of the PASSING CERTIFICATE of Qualification for a CLERK.

Pursuant to an Order from We, whose Names, are hereunto subscribed, have examined Mr. as to his qualifications to serve as a Clerk in Her Majesty's Navy, and we find as follows :—

He is not less than seventeen years of age, and appears, by Official Documents produced by him, to have served as Assistant Clerk for years, in Her Majesty's Ships, as follows :—

he produces Certificates of service, ability, and good conduct from he is well versed in the rules of common Arithmetic, including Vulgar and Decimal Fractions, and he is so far acquainted with the method of keeping and rendering all the Ships' Books and Accounts as to enable him efficiently to perform the general duties required of a Clerk of one of Her Majesty's Ships.*

Given under our hands, this day of 186 .

Date of Birth.
Candidate's Signature at full length.

Paymaster, H.M.S.
Paymaster, H.M.S.
Paymaster, H.M.S.

In the presence of

Captain.

* *Note.*—1. Any further remarks of the Passing Officers are also to be added, as the case may require.
2. Date of Provisional Examination, if any, and by whom examined, is to be stated.

Intermediate EXAMINATION of a CLERK.

We hereby certify that, Mr. has served the required period of time with the following ratings in Her Majesty's Ships :—

H.M.S._____, from _____ to _____, as _____.
H.M.S._____, from _____ to _____, as _____.
H.M.S._____, from _____ to _____, as _____.

And we find his professional knowledge to be

In Arithmetic _____
In writing from Dictation _____
In the keeping and rendering of Ship's Books and Accounts. } _____
As regards the allowance of provisions and the mode of issuing them. } _____

With reference to the above, and section 11, in Article 5, at page 74, of the Queen's Regulations and Admiralty Instructions, we consider him qualified, and we have granted him this Certificate of the class.

Dated on board H.M.S. , at , 186 .

Signatures of the Examining Officers.

Candidate's Signature at full length.
Date of Birth.

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CERTIFICATE of EXAMINATION for Entry as an ASSISTANT CLERK.

I hereby certify that I have examined Mr.
and find him in good health and fit for Her Majesty's Service. He is free from impediment of speech, defect of vision, rupture, and every other physical inefficiency.

Surgeon of Her Majesty's Ship

In pursuance of directions from the Lords Commissioners of the Admiralty, we have examined Mr. (who, by* hereunto attached, appears to have been born on the day of 18), touching his qualifications for entry in Her Majesty's Navy as an Assistant Clerk. The result of that examination is as follows, namely:—

Subject	Full Numbers	Minimum Numbers to Pass	Numbers Awarded	If examined on a former occasion, insert date; and if the Candidate be proficient in any other Foreign Language than French, record it here
Dictation and Writing	150	100		
French	75	50		
Arithmetic, including Vulgar and Decimal Fractions...	150	100		
Scripture and English History ...	50	25		
Geography	50	25		
	475	300		

We therefore consider him † qualified; and we award him this certificate of the ‡ Class.

Given on board the Flag Ship, in Portsmouth Harbour, this day of 186 .

Captain, Her Majesty's Ship
Naval Instructor, Her Majesty's Ship
Paymaster, Her Majesty's Ship
Paymaster, Her Majesty's Ship

Candidate's Signature at full length.

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Passing CERTIFICATE of Qualification for ACTING CHIEF ENGINEER.

Mr. , has been examined as to his qualifications to serve as Acting Chief Engineer in Her Majesty's Fleet, and appears to have served in the Ships and capacities undermentioned:—

Ship	Date of Entry	Capacity	Date of Discharge	Period of Service	Remarks

He is able to keep accounts, make notes in the log of every particular of the working of the Engines and Boilers, and draw rough sketches of any part of the Machinery, with figured dimensions fit to work from.

He possesses a thorough knowledge of the construction and working of Marine Engines and Boilers in all their parts, as well as skill and experience as a practical Mechanic.

He is so far acquainted with the elements of theoretical mechanics, as to comprehend the general principles on which the Machine works.

He understands how to apply the Indicator, and draw the proper conclusions from the diagrams.

He is acquainted with the principle of expansion, and able to prove, or at least to illustrate, the advantages to be derived from the use of expansion gear.

He has served years at sea as

Given under our hands at this day of 186

Examined in the presence of

Candidate's Signature at full length.

Date and place of Birth.

Passing CERTIFICATE of Qualification for ENGINEERS.

Mr. has been examined as to his qualifications to serve as an Engineer in Her Majesty's Fleet, and appears to be years of Age, and to have served in the Ships and capacities undermentioned:—

Ship	Captain or Commander	Date of Entry	Capacity	Date of Discharge	Cause of Discharge	Time			

He is able to keep accounts, and make rough working sketches of Engines and Boilers.

He produces { Certificate of servitude in a Factory,— or, proof of his acquaintance with Engine work } and of his practical abilities as a mechanic, as well as testimonials of good conduct and character.

He has served at sea year as an Engineer, and is competent to take charge of the Engines when required to do so.

He is well acquainted with the principle on which the machine works in all its parts,—and is able to adjust the various working parts, and set right defects which may arise in the Engines and Boilers.

Given under my hand at H.M. Dockyard at this day of 186

Examined in the presence of

Candidate's Signature at full length.

Date and place of Birth.

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Passing CERTIFICATE of Qualification for ASSISTANT ENGINEER of the First Class.

Mr. has been examined as to his qualifications to serve as an Assistant Engineer of the First Class in Her Majesty's Fleet, and appears to be years of Age, and to have served in the Ships and capacities undermentioned :—

Ship	Captain or Commander	Date of Entry	Capacity	Date of Discharge	Cause of Discharge	Time			

He is able to keep accounts, and make rough working sketches of Engines and Boilers.

He produces { certificates of servitude in a Factory,— or proof of his acquaintance with Engine work, } and of his practical abilities as a mechanic, as well as testimonials of good conduct and character.

He understands the general principle of the Engine, and is acquainted with the Names of the various parts, and their uses.

He has served at sea year and produces proof of his capability to work Engines, &c.

Given under my hand at H.M. Dockyard at

this day of 186

Examined in the presence of

Candidate's Signature at full length.

Date and place of Birth.

Passing CERTIFICATE of Qualification for ASSISTANT ENGINEER of the Second Class.

Mr. has been examined as to his qualifications to serve as an Assistant Engineer of the Second Class in Her Majesty's Fleet, and appears to be years of Age, and to have served in the Ships and capacities undermentioned :—

Ship	Captain or Commander	Date of Entry	Capacity	Date of Discharge	Cause of Discharge	Time			

He is able to keep accounts, and make rough working sketches of Engines and Boilers.

He produces { certificates of servitude in a Factory,— or proof of his acquaintance with Engine work } and of his practical abilities as a mechanic, as well as testimonials of good conduct and character.

He understands the general principle of the Engine, and is acquainted with the names of the various parts and their uses.

Given under my hand at H.M. Dockyard at

this day of 186

Examined in the presence of

Candidate's Signature at full length.

Date and place of Birth.

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FORM of Passing CERTIFICATE for MASTER-AT-ARMS or SHIP'S CORPORAL.

Pursuant to an order from we, whose names are hereunto subscribed, have examined touching his qualification for the Rating of under Admiralty Regulations, and find as follows :—

He writes a fair legible hand, can keep Accounts correctly, and is of good character, and produces satisfactory testimonials, and I consider him an active intelligent man, fit for the Rating of under the Regulations above mentioned.

Given on board H.M. Ship at the day of 186

Captain.
Naval Instructor *(for educational acquirements)*.

Candidate's signature at full length.
Date of Birth.

FORM for Passing CERTIFICATE for SEAMEN'S SCHOOLMASTER.

Pursuant to an order from we, whose names are hereunto subscribed, have examined touching his qualifications for the Rating of Seamen's Schoolmaster, under the Admiralty Regulations, and find as follows :—

He is competent to teach reading, writing, and arithmetic, and produces certificates of good character, and is in every way qualified for the above rating.

Given on board H.M.S. at the day of 186

Captain.
Naval Instructor.

Candidate's signature at full length.
Date of Birth.

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FORM of the Passing CERTIFICATE of Qualification for a SHIP'S STEWARD.

Pursuant to an Order from , we whose names are hereunto subscribed, have examined as to his qualifications to serve as a Ship's Steward in Her Majesty's Navy, and find as follows:—

He is not under twenty-one years of age, and appears, by Official Documents produced by him, to have served as Steward's Assistant for years in Her Majesty's Ships

He produces Certificates of ability, sobriety, and good conduct from

He is able to read, write, and keep accounts, and is, in our opinion, fully qualified to perform the duties of a Ship's Steward in any of Her Majesty's Ships.

Given under our hands, at this day of 186

Date of Birth.
Candidate's signature at full length.

Paymaster, H.M.S.
Paymaster, H.M.S.
Paymaster, H.M.S.

In the presence of

Captain or Commander of H.M.S.

CERTIFICATE of Qualification for the Rating of SAILMAKER, ROPEMAKER, CARPENTER'S MATE, SHIPWRIGHT, CAULKER, BLACKSMITH, ARMOURER, PLUMBER, PAINTER, TINSMITH, COOPER, LEADING STOKER, or STOKER, as the case may be.

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of H.M.

CERTIFICATE of Examination for the Rating of Ship's STEWARD'S ASSISTANT.

_____, aged_____, has this day been examined by me touching his qualifications for the rating of Ship's Steward's Assistant, and I make the following report of his proficiency:—

In reading_____
In writing_____
In arithmetic_____

I consider him duly qualified for the rating specified.

Dated on board H.M.S. at
the day of 186

Paymaster.

Approved

Captain

Candidate's signature at full length.
Date of Birth.

I HEREBY CERTIFY, that from the_____, to the date hereof, Mr._____has taken and worked out the following:—

No. of Obs.

I. To find the index correction
By Sea Horizon ... ...
By measuring the Sun's diameter off and on the Arc ... ...

II. To find Latitude
By altitude of Sun or Stars, near the Meridian ... ...
By Meridian altitude of Sun ... ...
By Meridian altitude of Moon or Stars ... ...
By altitude of Pole Star... ... ...

III. To find longitude by Chronometer
By altitude of Sun ... ...
By altitude of Moon or Stars ... ...

IV. To find variation of Compass
By altitude of Sun and Compass bearing ... ...
By time at Ship noted and Compass bearing... ... ...
By Amplitude ... ...

V. To find latitude
By double altitude of Sun or Stars ... ...

VI. To find Longitude
By Lunar ... ...

VII. To find error and rate of Chronometer by altitudes on shore with artificial Horizon
By single altitude ... ...
By equal altitudes ... ...

Dated on board H.M.S. , at
the day of 186

Naval Instructor.

Approved

Captain

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H.M.S._____
At_____
Date_____186 .

RETURN of OFFICERS sent to Portsmouth for Examination from this Ship (or paid off, as the case may be).

Name	Rank.	Date of Passing in Seamanship.	When sent or paid off.	Whether the Candidate has with him all the Documents necessary for the information of the Examining Officers at Portsmouth	emarks

The Commander-in-chief
at Portsmouth.

Captain.

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CONTINUOUS SERVICE ENGAGEMENT.

H.M.S.

186 .

When Men or Boys enter for continuous and General Service, (*C.S.*) Commanding Officers are immediately to fill up this Form and transmit it to the Accountant-General of the Navy.

Christian and Surname in full .. ..

Where Born.—[If born out of Her Majesty's Dominions, it must be stated whether the parents are British Subjects; Foreigners not being allowed to volunteer for Continuous Service.]

Date of Birth.—[Great care is to be taken that the date is correctly stated.] 18 .

Description .. .. Height_____ Complexion_____
Hair_____ Eyes_____
Marks_____

Ship in which he entered .. ..

Date of Entry in ditto .. .. ..

Rating in ditto .. ..

Date of Volunteering for Continuous Service .. ..

Period for which he Volunteered ..

Date of Badges .. ..

Date of Certificates, and Class, as Seamen Gunner .. ..

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CERTIFICATE FOR MEN.

Date 186

This is to certify, that we have examined the person named on the other side hereof, as to his fitness for Her Majesty's Navy, and we find as follows: He is of perfectly sound and healthy constitution, free from all physical malformation, active, and intelligent; and we consider him in all respects fit for Her Majesty's Service.

_____ { Captain or Commander.

_____ } Two Medical Officers.
_____

I do hereby agree to serve honestly and faithfully in the Royal Navy for the Term of* years continuous and general service, provided my service should be so long required; as witness my hand this day of 186

* *Insert period in words.*

_____ Man's Signature or Mark.

Witness to Signature or Mark _____.

CERTIFICATE FOR BOYS.

Date 186

This is to certify, that we have examined the boy named on the other side hereof as to his fitness for Her Majesty's Navy, and we find as follows: He is a well grown stout lad; of perfectly sound and healthy constitution, free from all physical malformation, and intelligent, and we consider him in all respects fit for Her Majesty's Service.

The consent of his parents or friends has been obtained in writing,* and they are willing and desirous that the boy should be entered for 10 years' continuous and general service from the age of 18, in addition to whatever periods may be necessary till he attains that age; and the boy himself is willing and desirous to enter the Royal Navy under these conditions, as attested by his signature attached hereto, and declares that he is not indentured as an apprentice.

_____ Boy's Signature or Mark.

Witness to Signature or Mark _____.

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_____ Captain, H.M.S.

H.M.S._____
at _____
Date_____ 186

LIST of Long Service Pensioners offering themselves for entry on board this Ship, and with regard to whom directions are requested as to whether they are to receive their Pensions while serving.

Man's Name	Age	Rating in last Ship	Rating which he would hold in this Ship	No. of Pension Ticket	Amount of Pension per Annum	(Office Column to be left blank)

Captain.

Submitted for the consideration of the Lords Commissioners of the Admiralty.

Commander-in-Chief or Senior Officer.

The Secretary of the Admiralty.

DECLARATION to be made by a Marine renewing his Service.

I do declare, that I am at present in the Division of the Royal Marine Forces, and serving on board Her Majesty's Ship ; that I enlisted on the day of for a term of years; that I am of the age of years; and that I will serve Her Majesty, her heirs and successors as a Marine, for a further term of years [*to be filled up with such number of years as shall be required to complete a total service of twenty-one years from the age of eighteen*], provided my services should so long be required, and also for such further term, not exceeding two years, as shall be directed by the Commanding Officer on any foreign station.

Declared before me in command of Her Majesty's Ship at the day of 186

_____Signature of Marine.

_____Signature of Witness.

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_____ Station
H.M.S._____

COMPLEMENT of MEN.

A REPORT of the sailing and other qualities of this
ascertained under various circumstances, and from strict observation, between
the of 186 , and the of 186 .

		Ft.	In.
The draught of water found, on trial, to be her best sailing trim with weeks' provisions and stores, and tons of coals, on board	Forward		
	Aft		
The draft of water found, on trial, to be her best sailing trim, with as much provisions, coals, and stores on board, as she can conveniently stow	Forward		
	Aft		
The rake of her masts from a perpendicular	Fore Mast, Main Mast, Mizen Mast — In 6 ft.	———	In.
		———	
		———	

		Tons.
The quantity of iron ballast on board, and where stowed		
Proposed quantity of iron ballast, if an alteration is considered desirable		
The quantity of water she stows (excluding the weight of tanks	In iron tanks	
	In casks	
The quantity of coals (for steaming) she stows	In bunkers	
	In other places	

				Ft.	In.
Channel Service.	With weeks' provisions weeks' stores, and tons of coals on board	Draught of water	Forward		
			Aft		
		Height of port ...	Foremost		
			Midship		
			Aftermost...		
Foreign Service.	With as much provisions, stores, and coals on board as she conveniently stow	Draught of water	Forward		
			Aft		
		Height of port ...	Foremost		
			Midship		
			Aftermost		

How many days' consumption of the following articles can she conveniently stow for her complement of men? ... ...

Provisions...	
Bread	
Spirits	
Water	
Coals (if a sailing ship) ...	

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Character of the ship after a trial of months.

1. Does she ride easy at her anchors? ... ...

		Degrees	Force of Wind.
Inclination of the ship	2. Under storm staysails or trysails	...	...
	3. do. and main top sails...	...	...
	4. do. do. and reefed foresail	...	...
	5. Under close reefed topsails and courses	...	...
	6. do. treble do.	...	...
	7. do. double do.	...	...
	8. Under all sails except Royals	...	...
	9. do. when just able to carry Royals	...	...

10. How does she carry her lee ports? ... ...
11. Does she roll easy or uneasy in the trough of the sea? ... ...

Stating circumstances of wind and sea?
- 12. Angle of roll to windward do. to leeward number of... oscillations per minute ... ...
- 13. Angle of pitching angle of scending number of oscillations per minute ... ...

How does she in general carry her helm when by the wind? ... ...
- 14. With all sails set ... ...
- 15. With treble reefed top sails and courses ... ...

How does she steer off the wind? ... ...
- 16. Under sail alone ... ...
- 17. Under steam and sail combined. ...

18. How does she stay? ... ...
19. In what time does she stay under different circumstances of wind and sea? ... ...
20. How does she wear? ... ...
21. In what time does she wear, under different circumstances of wind and sea? ... ...
22. Is she weatherly or leewardly compared with other ships in moderate weather? ... ...
23. do. do. in a moderate gale ... ...
24. How does she behave laying to? ... ...

She has run per hour by the log, or by known or calculated distance with as much wind as she could safely carry this sail to.

		Under sail alone Knots	Under steam & sail Knots
Close hauled with smooth water.	25. Under whole or single reefed topsails and topgallant sails		
	26. Under double reefed topsails	,,	,,
Close hauled with a head sea.	27. Under double reefed topsails & topgallant sails	,,	,,
	28. Under close reefed topsails and courses ...	,,	,,
Wind on the beam.	29. Under close reefed topsails and courses ...	,,	,,
	30. Under treble reefed topsails and courses ...	,,	,,
	31. Under double reefed topsails & topgallant sails	,,	,,
	32. In moderate weather unable to carry royals ...	,,	,,
	33. do. with all sails set... ...	,,	,,
Wind on the quarter.	34. In a gale	,,	,,
	35. Under double reefed topsails, topgallant sails, and studding sails	,,	,,
	36. In moderate weather with royals and studding sails	,,	,,
Before the wind.	37. In a gale	,,	,,
	38. In moderate weather, with all sail set	,,	,,

39. How does she scud in a heavy gale? ... ...
40. What is her best point of sailing? ... ...
41. Comparative rate of sailing with other ships ... ...
42. do. speed under steam and sails do. ... ...
43. Is she, generally speaking, a well built and strong ship, or does she show any symptoms of weakness? ... ...
44. Has the ship been ashore, or has she struck the ground at any time during the period of this report? ... ...
45. If she has mention the time and place, and the date of the report of the circumstances, and to whom the report was made? ... ...
46. Have any particular circumstances occurred likely to affect the copper, such as getting ashore, and on what stations has the ship been employed since last coppered? ... ...
47. If the ship be of iron, state the material with which she has been coated, how long it has been on, the state of the bottom, and the Captain's opinion of the material used ... ...
48. Have any storms of lightning been experienced? If so, state full particulars thereof ... ...
49. Remarks, stating the grounds for such of the present answers as differ from those in the last report, and any additional observations on the qualities of the ship ... ...

Dated the of 186

Captain Commander Master Carpenter

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QUALITIES—*continued.*

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NOTE.—Since the object of this form is to obtain full particulars respecting the qualities of the ship under all circumstances of wind and sea, when under sail alone, under steam alone, and under steam and sail combined, the Captain is to transmit with it a detailed account of any particular circumstances he may deem of importance, and also to suggest any alteration which, in his opinion, would improve the qualities of the ship.

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*_____ REMARK BOOK. _____186 , to_____186 .

H.M.S._____.

On passage from _____ to _____.

Date	Lat. at Noon	Long. at Noon	Current	Variation		Barom.	Temperature		Wind		Weather
							Air	Sea	Direction	Force	
					A.M.						
					4						
					8						
					12						
					P.M.						
					4						
					8						
					12						
					A.M.						
					4						
					8						
					12						
					P.M.						
					4						
					8						
					12						

* Captain's, or Master's, as the case may be.

REMARKS, &c. { On passage from _____ to _____.
or
At anchor at_____ .

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FORM OF CHRONOMETER JOURNAL.

Her Majesty's Ship } A RETURN showing the Rates of the Chronometers on board Her Majesty's Ship , between the day of , 186 , and the day of , 186 .

Date 186	Time by Chronometer, No.*	Time by Chronometer, No.	Difference of time between and	Daily difference between and	Time by Chronometer, No.	Time by Chronometer, No.	Difference of Time between and	Daily difference between and	Assumed Daily Rate of			Hour of Winding	Remarks
									"	"	"		

* The numbers on the dial-plates of the Chronometers are to be inserted here.

Approved, Master.

Captain

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H.M.S. } An Annual Confidential Report on the CHIEF ENGINEER (to be forwarded also on his discharge from the Ship, or upon her being paid off.)

186 .

Name	Age	Date of Entry in the Service	Date of Appointment: To present Rank	Date of Appointment: To Ship, and by whom	Stations served on in present Ship	If well acquainted with his duty, and whether performed satisfactorily	Qualifications	Character	Disposition	General Conduct.	Remarks.

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TABLE of the DEVIATIONS of the STANDARD COMPASS of H.M.S. of
Guns ascertained at the 186

Description of Vessel* ... ...
Tonnage ... ... **Horse Power**
Length ... ... **Breadth** ...

Armament
- Upper Deck ... ...
- Main „ ... ...
- Middle „ ... ...
- Lower „ ... ...

Standard Compass, Distance from	ft.	in.
Taffrail		
Great Funnel		
Nearest Gun		
„ Iron Davits... ...		
„ Iron		
Binnacle Compasses... ...		
Spindle of Capstan		
Height of Card from Deck		

* Whether Sailing or Steam Ship, Screw, or Paddle Wheel, Wood or Iron

Name of Captain **Name of Master**

Signature of Officer superintending Observations

Direction of Ship's Head by Standard Compass	Deviation of Standard Compass	Direction of Deviation	Comparisons with Binnacle Compasses		
			Direction of Ship's Head by Port Binnacle Compass	Direction of Ship's Head by Central Binnacle Compass	Direction of Ship's Head by Starboard Binnacle Compass
North					
N by E					
N N E					
N E by N					
N E					
N E by E					
E N E					
E by N					
East					
E by S					
E S E					
S E by E					
S E					
S E by S					
S S E					
S by E					
South					
S by W					
S S W					
S W by S					
S W					
S W by W					
W S W					
W by S					
West					
W by N					
W N W					
N W by W					
N W					
N W by N					
N N W					
N by W					

This Table is to be copied into the Ship's Log; and as it is *indispensable* that the changes of Deviation consequent upon a change of Geographic position, or of distribution of the iron in the ship, especially if in the vicinity of the Compass, should be frequently ascertained (see Paragraphs 20, 21, 22, of the Practical Rules);—the revised Table is likewise to be inserted in the Ship's Log, and to be continued in use till superseded by others resulting from subsequent change of place and from subsequent observations.

Smaller Blank Forms, for recording the observations made to ascertain the deviation of the Standard Compass, are supplied; a duplicate copy of these observations is to be transmitted to the Secretary of the Admiralty, Form 1 being reserved for use on board the Ship.

Whenever the Officer in command may be superseded, this Table, as also all other Deviation Tables constructed from observations made in consequence of a change in the ship's geographic position, or in the distribution of the iron, are to be transferred to his successor, and a receipt taken for them.

Table of Deviations of the

SIGNALS.

No. 1. Pendant at the Truck.....	Prepare to Observe.	
The *instant* it dips from do.	Observe and Register	If near enough, show the Observation in large figures.
Pendant hauled down.....	.....	The Observation has been read.
Finishing Pendant at the Fore ...	Pack the Instrument and return on board.	

Direction of Ship's Head by Standard Compass	Bearing of Distant Object by Standard Compass	Deviation of Standard Compass	Direction of Deviation.	Correct Magnetic Courses	Ship's Head by Port Binnacle Compass
North					North
N by E					N by E
N N E					N N E
N E by N					N E by N
N E					N E
N E by E					N E by E
E N E					E N E
E by N					E by N
East					East
E by S					E by S
E S E					E S E
S E by E					S E by E
S E					S E
S E by S					S E by S
S S E					S S E
S by E					S by E
South					South
S by W					S by W
S S W					S S W
S W by S					S W by S
S W					S W
S W by W					S W by W
W S W					W S W
W by S					W by S
West					West
W by N					W by N
W N W					W N W
N W by W					N W by W
N W					N W
N W by N					N W by N
N N W					N N W
N by W					N by W

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Standard Compass, &c.—*continued.*

NO. AND MARK OF STANDARD COMPASS.

H.M.S._____of_____Guns ..... Name of distant object_____

Place _____ Captain_____ Correct Magnetic bearing_____

Date_____ Master _____ Estimated distance_____

Ship's Head by Starboard Binnacle Compass	No. of Observations	Time	Simultaneous Bearings				
			From Standard Compass on Board	From the Shore Compass	Deviation of Standard Compass	Direction of Deviation	Correct Magnetic Courses
North							
N by E							
N N E							
N E by N							
N E							
N E by E							
E N E							
E by N							
East							
E by S							
E S E							
S E by E							
S E							
S E by S							
S S E							
S by E							
South							
S by W							
S S W							
S W by S							
S W							
S W by W							
W S W							
W by S							
West							
W by N							
W N W							
N W by W							
N W							
N W by N							
N N W							
N by W							

HEIGHT OF CARD ABOVE THE DECK.

		Ft.	In			Ft.	In.
Distance of Standard Compass from nearest Iron...	From nearest Gun ...			Binnacle Compass	From the Standard ...		
	,, Taffrail ...				,, each other		
	,, Gt. Funnel... ...				,, nearest Gun ...		
	,, Iron Davits... ...				,, Iron Davits... ...		
	,, Binnacle Compass...				,, Wheel		
	,, Spindle of Capstan				,, Spindle of Capstan		

TAKE ON SHORE.

Standard Compass	Flag and Staff	Watch (compared)
Theodolite or Az. Compass	Telescope	Log Board and Chalk

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AN ANNUAL RETURN of Boys who were educated at Greenwich Hospital School, and who are serving on board H.M. Ship or who have been discharged, or advanced to Men's Ratings, since the last Return, between the and the 186

Name	Present Age	When Discharged from Greenwich	Entry in the Ship	Present Rating	Where Stationed and doing Duty	Particulars of Character, Conduct, and Abilities	Remarks

_____ *Captain.*

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ANNUAL REPORT of State of Machinery of H.M.S.

day of 186 .

Parts to be particularly examined when convenient	By whom examined	Date of examination	State and condition	If out of order, whether caused by neglect or otherwise	If necessary to be repaired immediately	Time repairs will probably occupy	Estimated durability	REMARKS
Tops of Boilers								
Bottoms of Boilers								
Sides and Ends								
Rivets under Ashpits of Boilers ...								
Steam Chest								
Fire Places								
Side Plates of ditto								
Tubes and Stays								
Coal Boxes and ditto								
Funnel and Gear for lifting								
Safety Valve and Gear								
Atmospheric Valve								
Stop Valve and Gear								
Feed Cocks and Valve								
Water Gauge Cocks								
Steam Gauges								
Donkey Engine and Feed Pumps ...								
Kingston Valve and Cocks								
Throttle Valve								
Expansion Valve and Gear								
Slide Valve								
Subjection Cocks								
Bilge Injection and Gear								
Bilge Pumps								
Hand Pumps								
Feed Pumps and Overflow Valve ...								
Discharge Valve and Gear								
Blow through Valve and Gear ...								
Shifting Valve								
Escape Valve								
Jacket Cocks and Pipes								
Foot and Head Valve								
Air Pump Buckets								
Piston Rods or Trunks								
Pistons and Cylinders (if cut) ...								
Guide and Guide Blocks								
Connecting Rod Brasses								
Brasses of Engine Shaft								
Eccentric Cams (if oval)								
Link Motion or Valve Gear								
Gear for turning the Engines ...								
Thrust Bearings								
Shaft Bearings								
Couplings of Shafts								
Stern Tube and Stuffing Box ...								
Propeller Bearings								
Propeller and Shaft								
Distilling Apparatus								

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Date Commissioned _____

Complement _____

REPORT of PROGRESS made by the Gunnery Exercise to _____, 186

[or Gunnery Sub-Lieutenant or Gunner,

OFFICERS' NAMES (Lieutenants, Sub-Lieutenants, and Midshipmen)	RANK	Has a competent knowledge of the following Instructions, including their detail						Questions in Naval Gunnery	Can ascertain the distance of Target, or other object, by Sextant	Can disport Guns, and mark the Tangent Scale	Can take out elevations for Guns at different ranges, and understands the use of, and elevations for, Double Shot, Shot and Shell, Grape and Case	Can fit Fuzes, and prepare Shells for Service	Has a competent knowledge of the following Exercises			Armstrong Gun Drill	Can Drill Quarters	Stowing and working Magazine
		First Instruction	Second Instruction	Third Instruction	Fourth Instruction	Fifth Instruction	Sixth Instruction						Cutlass Exercise	Carbine Exercise	Field-piece Exercise			

Approved,

_____ *Captain.*

The Secretary of the Admiralty.

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Officers and Seamen on board H.M.S._____, in under _____ Gunnery Lieutenant, as the case may be.] { Number of Guns

SHIP'S COMPANY	Number borne	Number having a good practical knowledge of the following Instructions, but without detail, except "providing Stores" and "Duties"				Number competent as Captains of Guns	Number perfect in the Cutlass Exercise	Number perfect in the Carbine Exercise	Number trained to Field-piece	Armstrong Gun Drill	Shot Practice from the Great Guns						Night Quarters			Supply of Powder, Number of Cartridges handed up per minute from each scuttle	Have Shell-rooms and Fuzes been examined?	Report of Accidents, if any	Number of times the Guns have missed fire, and to what cause attributed	Report of friction Tubes
		First Instruction	Second Instruction	Third Instruction	Fourth Instruction						Size of Target	Distance of Target	Ship with or without motion	Number of Shot fired	Number of Shot that would probably have struck a Target 12 feet square	Number fired at Sea	Number fired at Anchor	Time of beating to Quarters	Time in clearing for Action	With or without Firing				
Petty Officers, A. B's., and Ordinaries.																								
Boys, including both 1st and 2nd Class																								
Royal Marines.																								
Royal Marine Artillery.																								
Stokers.																								
TOTAL....																		Date						

_____ { *Gunnery Lieutenant or Sub-Lieutenant, or Gunner.*

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REPORT of PROGRESS made by the Officers, &c.—*continued.*

NAMES of SEAMEN GUNNERS, (including Acting Seamen Gunners)	Ratings	Class Certificate in Gunnery obtained (If rated as Instructions, to be specified here)	Has a competent knowledge of the following Instructions, including their detail						Can disport Guns, and mark the Tangent Scale	Can take out elevations for Guns at different ranges, and understands the use of, and elevations for, Double Shot, Shot and Shell, Grape and Case	Can fit Fuzes, and prepare Shells for Service	Has a competent knowledge of the following Exercises.			Can drill Quarters	Stowing and working Magazine	Date of last Examination of Seamen Gunners
			First Instruction	Second do.	Third do.	Fourth do.	Fifth do.	Sixth do.				Cutlass Exercise	Carbine Exercise	Field-piece Exercise			

No. of Men on board designated on the books as Trained Men. _____.

REPORT of PROGRESS made by the Officers, &c.—*continued.*

REPORT of Shell Practice, Short Practice, and Small Arm Practice, from Rifle or Carbine, Double Shot, Shot and Shell, Shot, Grape and Case Shot Practice.*

Nature of Practice	Number of		Distance of Target	Charge	Elevation	Did the Fuzes explode the Shells as intended	Remarks as to whether the Practice was satisfactory	If any of this Practice has been omitted during the Six Months, to state the reason why
	Rounds fired	Hits	Yards	lbs.	0			
Shell Practice								
Short Practice from 6 pr. Gun, or 12 pr. Howitzer								
Rifle or Carbine ..								
Double Shot.....								

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_____ 186 } **HALF-YEARLY CONFIDENTIAL REPORT** of the Sub-Lieutenants, and Acting Sub-Lieutenants, and Second Masters, and Acting Second Masters, serving in Her Majesty's Ship under my Command.

Names of Ships in which they have served	Names of Captains they have served under	Length of Service in present Ship	Capabilities as a			Whether they evince any decided superiority of acquirements	Character and Conduct	Whether the Captain would feel satisfied to have the Sub-Lieutenants appointed as Lieutenants in any Ship he might command	Remarks
			Navigator	Seaman	Officer				

N.B.—The last seven columns of this form are to be filled in by the Captain's own hand.

_____ *Captain.*

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H.M.S.

Date_____186

HALF-YEARLY REPORT of the Midshipmen, Naval Cadets, and Master's Assistants, serving on board H.M.S.

Names	Rank	Ages	Time at Sea	Extent of Qualifications in					Relative Standard with each 840 other	Qualifications in knotting and splicing	Do they keep a daily and Seaman-like reckoning?	What Instruments do they possess?	Whether careful of Instruments?	Qualification as Lunarian and General Observer?	Qualifications in Seamanship	Can they use the Mercurial Horizon on shore?	Qualifications in drawing?	General Abilities? Specifying their knowledge of the Steam Engine	What Foreign Languages can they speak?	Qualifications in		Conduct
				Arithmetic	Algebra	Euclid	Trigonometry	Navigation												Gunnery	Musket and Cutlass	
				Relative Standard in																Relative Standard		
				100	200	120	120	300												700	50	

N.B.—Where there is no Naval Instructor, the Captain or Commander is to take to his assistance in filling up this Report, any Officers in the Ship whom he may consider best qualified for the duty.

_____ *Captain.*

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H.M.S. _____
_____
Date_____ 186

A HALF-YEARLY Confidential Return of Assistant Paymasters, Clerks, and Assistant Clerks who have served on board this ship, between the and the date hereof.

Name	Rank	Date of last examination and for what Rank	Date of Entry		Date of Discharge, and whither	Character, Conduct, and Qualifications (To be inserted in the Captain's own handwriting)
			In the Service	In this Ship		

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_____ Station.

PURSUANT to an Order from WE, whose Names are hereunto subscribed, have held a strict and careful Survey on the Chain Cables on board Her Majesty's Ship and do make the following Report of the Result of our proceedings, viz.:

Description	Quantity in Fathoms	When and Where Supplied	Date of last Survey	Whether Shackle Bolts have been driven out and rubbed over with soft tallow	Whether Pins have been driven out and rubbed over with stiff white lead, and the lead pellet sockets cleared out	Whether Swivels have been cleaned and warm tallow run into the sockets	Whether Lengths have been transposed	Whether Links have been sounded	Condition

And we declare that we have performed this Service with the strictest care and equity.

Dated on board Her Majesty's Ship at the of 186 .

Approved.

Captain *Surveying Officers.*

Foreman of the Blacksmiths of Her Majesty's Dockyard at

No.

A RETURN of Treasure conveyed in Her Majesty's Ship Esq., between the day of 186 , and the day of 186 , to answer the Provisions of the Freight Proclamations.

Received: When	Received: From whom	Received: At what Place	Consigned: To whom	Consigned: To what Place	Species of Treasure; or, other Articles on which Freight is payable	Total Amount received on board, noting whether certain or estimated	Rate per Cent.	When and Where landed, or to what Vessel transhipped. If re-shipped, to be inserted as a new Shipment	Greenwich Hospital Proportion £ s. d.	Name and Address of the Agent authorized to give Information respecting the proportion due to the Hospital

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_____ Station.

HALF YEARLY.

Her Majesty's Ship { REPORT on the undermentioned Articles, Inventions, or Alterations, under trial on board this Ship between of and of 186

Date of being brought into use for Trial	Names of Articles, Inventions or Alterations Add the Inventor's Name	Points in which they differ from other Articles, or fitments of a similar kind in use before	Opinion of their Comparative Advantages or Demerits State also, distinctly, any change there may be, from time to time, in the opinion of the respective Officers

Note.—Great care is to be taken to insert in this Report every particular, so as to afford the most satisfactory information of the advantages or demerits of the various Articles, Inventions, or Alterations under Trial.

Captain.

RETURN respecting Coals supplied to Her Majesty's Steam Ship_____

between_____ and_____ 186

Note.—This Return to be prepared with the greatest care, and signed by the Captain or Commander, and the Chief Engineer.

When	Where	Quantity.	Denomination Note.—The particular description of Welch, North Country, or other Coal, is to be inserted in this Column	Quality in generating Steam, and if good and fit for the Service	Amount of Ash, Clinker, and Smoke produced	* When received at the Depôt, and under what Contract
						* This information to be obtained from the Officer in charge of the Depôt.

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Her Majesty's Ship { PERIODICAL RETURN from H.M. Ship_____, between the of and the of 186 .

COMMISSION * and WARRANT OFFICERS serving on board; including also those discharged since the Date of the last Return.

Number allowed in each Class	Name	Rank	Date of Appointment	By whom Appointed	If acting, the cause	If Discharged, the Date	Whither

* Sub-Lieutenants, 2nd Masters, Assistant-Paymasters, and Junior Engineer Officers, are to be included on the other side hereof.

OFFICERS OF ROYAL MARINES EMBARKED.

The Secretary of the Admiralty.

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PERIODICAL RETURN—*continued.*

SUB-LIEUTENANTS, &c., serving on board this Ship; including those discharged since the Date of the last Return.

Number allowed in each Class	NAMES	Date of Entry	Whence received	Passed or unpassed, with dates of Passing, abroad and at home	Date of Discharge	Whither
	1. Sub-Lieutenants. 2. Midshipmen. 3. Naval Cadets. 4. Second Masters. 5. Master's Assistants. 6. Assistant Paymasters. 7. Clerks. 8. Assistant-Clerks. 9. Engineers. 10. Assistant-Engineers, 1st Class. 11. Assistant-Engineers, 2nd Class.					

Her Majesty's Ship }

ABSTRACT.

Commission, Warrant, and Subordinate Officers.

	Numbers allowed	Numbers borne	
Captain			
Commander			
Lieutenant			
Master			
Sub-Lieutenant			
Second Master			
Gunner			
Boatswain			
Carpenter			
Midshipman			
Master's Assistant			
Naval Cadet			
Chaplain			
Surgeon			
Paymaster			
Chief Engineer			
Naval Instructor			
Assistant-Surgeon			
Assistant-Paymaster			
Engineer			
Assistant-Engineer, 1st Class			
Do. 2nd Class			
Clerk			
Assistant-Clerk			

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_____ *Station.*

Her Majesty's Ship _____

AN ABSTRACT and SCHEDULE of Corporal and Minor Punishments on Board, between the _____ of _____ 186 , and the _____ of _____ 186 .

ABSTRACT OF PUNISHMENTS.

	Summary of Present Quarter.									Summary of Previous Quarters.																					
	No. of Corporal Punishments	No. of Lashes Inflicted	No. confined in Gaol on Shore	No. of Days of Confinement	No. Confined in Cells on Board	No. of Days of Confinement	No. of Minor Punishments	Total No. of Punishments	Periods	No. of Corporal Punishments		No. of Lashes Inflicted		No. Confined in Gaol		No. of Days of Confinement		No. confined in Cells		No. of Days Confinement		No. of Minor Punishments		Total No. of Punishments
										Seamen and Marines	Boys	Seamen and Marines	Boys	Seamen and Marines	Boys	Seamen and Marines	Boys	Seamen and Marines	Boys	Seamen and Marines	Boys	Seamen and Marines	Boys	
Seamen									Quarter ended															
									Quarter ended															
									Quarter ended															
									Quarter ended															
Marines									Quarter ended															
									Quarter ended															
									Quarter ended															
Total ...									Quarter ended															
									Quarter ended															
									Quarter ended															
									Quarter ended															
									Quarter ended															
Boys ...									Quarter ended															
									Quarter ended															
									Quarter ended															
General Totals									Total Punishments during whole period of Commission															

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RETURN OF PUNISHMENTS—*continued.*

SCHEDULE of Corporal Punishments and Confinement in Gaol or Cells.*

No. of Warrant†	Names	Rating	No. of Complaints	Nature of Offence	Date of Punishment	No. of Lashes Inflicted	No. of Days in Gaol	No. of Days in Cell	Remarks of Commander-in-Chief as to any excess of Punishment or otherwise.

* The punishments in this Schedule are to be recorded under the following heads:—
I.—Punishments by Sentence of Court-Martial.
II.—Discharge with Disgrace.
III.—Corporal Punishments.
IV.—Imprisonments.

† The Warrants are to be numbered consecutively from the date of the Commissioning of the Ship.

MINOR PUNISHMENTS.

No. of Warrant	Names	Rating	No. of Complaint	Nature of Offence	Date of Punishment	Nature of Punishment	Remarks of Commander-in-Chief or Senior Officer, as to any excess of Punishment or otherwise

No. of Men in 2nd Class for Conduct_____.

_____ *Captain.*

_____ { *Signature of Commander-in-Chief or Senior Officer.*

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H.M.S. _____
Station _____
Date _____ 186

RETURN of the last Accounts transmitted into Office by the undermentioned Officer, stating cause of delay should any Accounts be due, and not rendered.

Name of the Paymaster	Nature of the Account	Last Account Transmitted							Should any accounts be due they are to be particularized here, and the cause of their not having been transmitted to be stated in each case
		Period of Account				When Transmitted		By what Conveyance	
		From		To					
	Paymaster's Accounts Victualling Account Clothing Account Monthly Cash Account Annual Abstract do. do. Monthly Returns for Record Book Quarterly Victualling List Annual Balance Sheet								

Approved *Paymaster.*

Captain.

H.M.S. _____
_____

RETURN of Passengers received on board Her Majesty's Ship , between the and the 186 .

Embarked			Name	Rank	Victualled or not Victualled	Disembarked		Remarks Stating for what purpose Embarked
When	Where	By whose order or permission				When	Where	

Note.—This Return is to include the names, &c., of all Women carried to sea in the Ship, except the Wives and Daughters of Military Officers and Men embarked on service, the numbers of which need only be given. It is to contain the names of all civilians who are embarked, as well as the names of all Naval and Military Officers, being passengers, not embarked on service. The names of persons (except prisoners) below the grade of officers, need not be given, but the numbers and descriptions must be inserted. When delivered to a Commander-in-Chief, or Senior Officer, it is also to contain an account of all supernumeraries on board.

Captain.

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REPORT of Out-Pensioners of the Hospital, at Greenwich, belonging to Her Majesty's for the Quarter ending 186 .

(To be forwarded to the Secretary of State for War.)

NAME	Quality	Date of Entry in Ship and whence	No. of Pension Ticket	REMARKS

The Secretary of State for War,
Pall Mall, London, S.W.

Captain.

_____ *Division.* } QUARTERLY RETURN of a Detachment of Royal Marines serving on board H.M. Ship

commanded by , dated at 186 .

Date of Embarkation	Company	NAME	Quality	D. D. D. or R.	Time when	Where last Clothed, &c.	Up to what time				Number of Arms	REMARKS
							Clothing	Blue Jacket (Artillery)	Cap	Duck Frock and Trousers		

Signed _____ *Commanding* } Signed _____

H.M. Ship _____. } *Commanding Detachment Embarked.*

Note—In cases of men sent in a Prize to a distant Port, discharged to Sick Quarters, or into another Ship [illegible] to England [illegible] the cause of such

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H.M.S._____ } A Quarterly Confidential REPORT on the Engineers and
186 . } Assistant Engineers of this Ship.

Name	Rank	Age	Date of Entry in the Service	Date of Appointment To present Rank	Date of Appointment To Ship, and by whom	Stations served on in present Ship	If passed for Class above, and if so, Date, and before whom	If well acquainted with his duty, and whether performed satisfactorily	Qualifications	Character	General Conduct	Remarks

To the Secretary of the Admiralty
for Controller of the Navy.

_____ *Captain.*

H.M.S._____ } A Quarterly Confidential REPORT on the Leading
186 . } Stokers of this Ship.

Names	Rating	Age	Date of Entry In the Service	Date of Entry Present rating	Date of Entry This Ship	If well acquainted with his duty, and whether performed satisfactorily	Qualifications	Character	General Conduct	Remarks

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H.M.S._____
_____
Date_____186 .

RETURN of Continuous Service Men on board this Ship who have at any time during the present Quarter been serving in Non-continuous Service Ratings.

Name	Continuous Service Rating	In what Non-Continuous Service Rating serving	Cause which rendered it necessary to employ the man in a Non-Continuous Service Rating, and whether he is still so serving or otherwise

Captain.

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REPORT of H.M. Steam-Ship _____ employed,

N.B.—This Report is to be transmitted to the Admiral or Senior Officer of the Station, who is to of every three months, during the whole time the Vessel is in Commission;

☞ No Address, Seal, or Wafer.

Nominal Horse Power	Pressure on safety Valve	When Light		When Deep		Paddles how much reefed	Greatest number of Revolutions per Minute		Coals			Under Steam alone during the Three Months				
		Draught of Water	Immersion of Screw,- or if Paddles to outer edge of Floats	Draught of Water	Immersion of Screw,- or if Paddles to outer edge of Floats		When light	When deep	Boxes can contain	Can stow elsewhere	Consumption per Nominal Horse Power per hour at full power	Whole distance run	Number of hours making the distance	Coals expended in obtaining the distance	Total of hours fires have been alight	Maximum Speed
	lbs.	Forward Ft. In. / Aft.	Ft. In.	Forward Ft. In. / Aft.	Ft. In.	In.	No.	No.	Tons	Tons	lbs. To be very accurately ascertained by careful and repeated trials of various kinds of coal.	Knots	H. M.	Tons	Hrs.	Knots What point of Steaming with respect to the Wind.

Manufacturers	When new	When last thoroughly repaired	Repairs done during the Three Months, and present Defects, including an accurate Description of any Articles required to be prepared in England to be accompanied by Drawings, or Patterns, if necessary. N.B.—This Report is not, however, to be considered as superseding the necessity of a special Letter, in case of any serious accident to the Machinery occurring.
Engines			**ENGINES.** When a thorough Repair of the Engines will probably be required .. ..
Boilers			**BOILERS.** When a thorough Repair will probably be required .. When new boilers will probably be required .. ..
Paddle Wheels or Screw-propeller Gear			**PADDLE WHEELS OR SCREW-PROPELLER GEAR.** When a thorough Repair will probably be required ..

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(state where)
_____during the Three Months ending_____186 .

enclose it in an Envelope direct to the Secretary of the Admiralty, immediately after the expiration ("Controller of the Navy" being written on the left-hand corner of the Envelope.) is to be put upon this Report.

Under Steam and Sail during the Three Months					Under Sail alone during the Three Months				Number of days in hands of Factory under repair		Cost of Repairs during the Quarter, shewing at what Factory, and whether Government or Private		Total Expenditure during the Three Months of						
														Average Expenditure of Coal per mile					
Whole distance run	Number of hours making the distance	Coals expended in obtaining the distance	Total of hours fires have been alight	Maximum speed	Whole distance run	Maximum speed	Whether Paddle-wheels disconnected or floats off	Whether Screw feathered, raised, or running round	Engines	Boilers	Engines	Boilers	Coals	Under Steam only	Under Steam and Sail combined	Oil	Tallow	Oakum	Cotton Waste
Knots	H. M.	Tons	hours	Knots	Knots	Knots					£	£	tns.	Tons	Tons	gall	lbs	lbs	lbs
						What point of sailing													

Name, and where passed Examination	Date of Appointment to		Complement
	Rank or Class	Present Vessel	
CHIEF ENGINEER			Chief Engineer.. .. ..
ENGINEER FOR SPECIAL CHARGE			Engineer for special Charge .. .. ..
ENGINEERS			Engineers .. ..
			Assistant Engineers .. ..
			Leading Stoker.. .. ..
			Stokers .. ..
ASSISTANT ENGINEERS — Class			Total Ship's Complement, including all Classes of Officers and Men .. ..

Any particular Apparatus, experimental Boiler Tubes, &c., under trial, to be here specially noticed.—And any articles of Spare Gear left on Shore to be here specified, and the place where they have been landed.

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This Return to be filled up Daily at Sea, whether under Steam or under Canvas.

Report for the Month of_____186 .

Date.	Draught of Water		Number of Fires used	Full Power, or on what grade of expansion	Mean effective pressure on Piston Indicator	Number of revolutions per minute	Gross indicated Power	Coals			Total distance run each day under Steam alone	Hours making good this distance	Total distance run each day under Steam and Sail	Hours making good this distance	Average Speed by Log			Distance run with One Ton of Coals	Total distance run each day under sail only	Course of Vessel	Direction of Wind	Force of Wind	State of Sea	What Sail Set	Remarks
	Forward	Aft						Consumption per hour	Consumption per Indicated Horse Power per hour	Total expenditure each day					Under Steam only	Under steam and sail combined	Under Sail only								
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									
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30																									
31																									

Captain.
Chief Engineer.

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n of **QUARTERLY RETURN** to be transmitted by the Inspector of Machinery Afloat.

n Ship day of 186

By whom Examined	Date of Examination	State and Condition	If out of order, whether caused by neglect or otherwise	If necessary to be repaired immediately	Time repairs will probably occupy	Estimated Durability	Remarks
...							
...							
...							
...							
...							
...							
...							
...							
ng							
...							
...							
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...							
...							
...							
...							
...							
re							Inspector of Machinery afloat.
...							

A List of the Spare Gear on board is to be furnished by the Chief Engineer of the Ship and appended to this Return.

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_____ Station. **A DAILY REPORT** of the State the _____ day of

Rate_____? Guns_____? Horse Power_____? Screw or Paddle_____?

When began Refitting _____?

	Officers	Sub-Lieutenants, 2nd Masters, Mid-shipmen, Master's Assistants, Naval Cadets	Assistant Paymasters, Clerks, Assistant Clerks	Warrant Officers	Petty Officers (not Artificers)	*Leading Seamen and A.B.'s	*Ordinaries, 1st Class	*Ordinaries, 2nd Class	Artificers: Carpenters, Shipwrights, Caulkers, and Crews	Artificers: Other Trades	Stewards, Cooks, Bandsmen, &c.	Marines: Commission Officers	Marines: Other Grades	Boys: 1st Class	Boys: 2nd Class	Steam Department: Chief Engineers	Steam Department: Other Engineers	Steam Department: Leading Stokers	Steam Department: Stokers			TOTALS
Whole Complement _____?																						
Borne in the Complement																						
Short of the Complement																						
Permanent Supernumeraries borne... ...																						
Other Supernumeraries borne																						
Complement and Supernumeraries, including _____? ... ... Entered since yesterday																						
D. since yesterday																						
Checked																						

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of H.M.S._____,_____Captain;

_____186 .

Date of Arrival_____? No. of Days in Port_____?

At what Anchorage_____?

Have the Crew been paid Advance ?	To what date has the Monthly Advance been paid	Payment of Wages to Crew—when due	No. and Description of Dockyard Artificers on Board	Present State of the			On Board					How employed		Officers absent, showing those not joined with date of appointment. If on duty where, or in what Ship. If at Hospital, probable time of return. If on Leave, when it will expire		Date when the Ship will be				Total No. of Desertions since in Commission	No. of Crew on long leave, and when it will expire	REMARKS, (If the Crew are hulked, state in what Ship)
				Rigging	Machinery	Stores	Provisions	Water	Days			Crew	Artificers	Names and Qualities	Cause of Absence, &c.	Out of the hands of the Dockyard	Engineers	Ready to go out of Harbour	To Sea			
									Fuel and Necessaries													
									No. of Days Coal in Steam Vessels													
									Full Power	Expansively												
									Tons of Coal short													

Captain.

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A Daily Report of the State

Disposable Supernumeraries Checked Borne	Short of the Complement	Master at Arms	Chief Gunner's Mate	Chief Boatswain's Mate	Chief Captain of Forecastle	Admiral's Coxswain	Chief Quartermaster	Seaman's Schoolmaster	Ship's Steward	Ship's Cook		Ship's Corporal	Gunner's Mate	Boatswain's Mate	Captain's Coxswain	Captain of Forecastle	Quartermaster	Yeoman of Signals	Coxswain of Launch	Captain of Maintop	Captain of Foretop	Captain of Afterguard	Captain of Hold	Sick Berth Steward

Steam Dept.							Ordes.		Boys					Acknowledgment of Orders and Letters received	
														Date	Subject
...ling Stoker	...er		...ling Seamen	... Storerooms	Captain of Hold	...e Seamen	Class	Class	Class	Class	...ks, Stewards, &c., &c.	...rines	...ALS		

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of H.M.S._____ ***continued.***

Coxswain of Barge	Coxswain of Pinnace	Captain of Mast	2nd Captain of Forecastle	2nd Captain of Maintop	2nd Captain of Foretop	2nd Captain of Afterguard	Signalman	Captain of Mizentop	Coxswain of Cutter	Musician	Sick Berth Attendant	Artificers																	
												Sailmaker	Sailmaker's Mate	Sailmaker's Crew	Ropemaker	Chief Carpenter's Mate	Carpenter's Mate	Shipwright	Carpenter's Crew	Painter	Caulker	Caulker's Mate	Blacksmith	Blacksmith's Crew	Armourer	Plumber	Tinsmith	Armourer's Crew	Cooper	Cooper's Crew

Officers Short

No.	Rank

Officers and Men waiting Passage

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The STATE and CONDITION of

Commanded by______________________________dated

Whole Complement {Including Marines and Boys	Complement {Exclusive of Marines and Boys	Of the Complement exclusive of Marines and Boys																											
				Checked				Sick				Number Borne									Short of Complement								
								On Shore																					
		Borne	Mustered	With Leave	Without Leave	Lent	On Board	Officers	Petty, Leading, and Able	Artificers	Ordinary Seamen and 2nd Class ditto	Officers	Subordinate Officers	Petty Officers	Artificers	Leading and Able Seamen	Ordinary Seamen	2nd Class Ordinary Seamen	Stokers	Stewards, Cooks, and others	Officers	Sub-Lieutenants and Midshipmen	Naval Cadets	Other Subordinate Officers	Petty Officers	Artificers	Leading, Able, Ordinary, and 2nd Class Ordinary	Stokers	Stewards, Cooks, and others

Supernumeraries																							Total Number Victualled	Provisions on Board for the Complement													
For Wages and Victuals and Disposable *								Of other Ships								Passengers, Soldiers, or others, at two-thirds Allowance								Days													
Commissioned, Warrant, or Subordinate Officers				Petty Officers, Seamen, Marines, or Boys				Commissioned Warrant, or Subordinate Officers				Petty Officers, Seamen, Marines, or Boys																									
Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Borne	Mustered	Checked	Sick	Women at $\frac{1}{2}$ Allowance	Children at $\frac{1}{4}$ Allowance	Prisoners		Biscuit	Spirit	Sugar	Chocolate	Tea	Oatmeal	Mustard and Pepper	Vinegar	Pork	Peas	Beef	Flour	Suet	Currants and Raisins

* **If Supernumeraries of any description, except those belonging to other Ships, be borne, without special authority, or be retained on the Books, *unnecessarily*, the Captain or Commander will be charged with the amount of their Wages and Provisions.**

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Her MAJESTY'S ____________________

at ____________ the ____________ day of ____________ 186 .

Soldiers of the MARINES, or Regiment																	Boys											Difference since last Account						
	Officers										Checked			Sick			1st Class			2nd Class								Dis-charged					
Complements	Captains	1st Lieutenants	2nd Lieutenants	Ensigns	Serjeants	Corporals	Fifers	Privates	Borne	Mustered	With Leave	Without Leave	Lent	On Board	On Shore	Short of Complement	Complement	Borne	Short	Complement	Borne	Short	Mustered	Checked	Sick	Total Short of Complement	Entered	From the Service	Into other Ships	Unserviceable	D.S.Q.	Dead	Run

Water in Tuns, Imperial measure			Fuel and Lights				Officers absent		Condition of the Ship						Gunnery Establishment								
			Weeks						When last														
The Ship stows	On Board	Daily Expense	Fuel	Candles	Oil	Wood	Names and Qualities	Occasion; and if on leave, when it expires	Docked	Coppered	Refitted	Her present State	Probable time of her being in the state for which she is ordered	If retarded the cause	Complement	Gunnery Lieutenant	Gunnery Sub-Lieutenants	Gunners' Mates	Seamen Gunners	Officers short	Sub-Lieutenants short	Gunners' Mates short	Seamen Gunners short

Payment of Wages, when due; and up to what time the Monthly Advance paid

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The State and Condition of Her Majesty's Ship _____ *continued.*

Return of the Sick and Wounded on Board, between the

186

Disease	Present: Number on the Sick List	Present: Confined to Bed	During this Period: Put on the List	Discharged to Duty	Dead	Sent to the Hospital	Objects for Survey	Invalided
Intermittent Fevers {Quotidiana								
Intermittent Fevers {Tertiana ...								
Continued Fevers {Synocha ...								
Continued Fevers {Typhus ...								
Catarrhs								
Pneumonia								
Phthisis Pulmonalis								
Dysentery								
Rheumatism								
Venereal Disease								
Scurvy								
Ulcers								
Wounds and Accident ...								
Other Complaints								
Total								

Officers borne: Commission and Warrant Officers	Officers borne: Date of their Appointments and time of joining*	Officers borne: By whom given	Subordinate Officers borne: Names	Subordinate Officers borne: Ratings and Date of passing

* The Date of an Officer's joining is, on no account, to be omitted in the first Return transmitted, after his appearance, to the Secretary of the Admiralty, or to the Commander-in-Chief; but it is not necessary to repeat it in the subsequent Returns.

Supernumeraries borne for Wages and Victuals.

No.	Quality	By whose Authority borne

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The State and Condition of Her Majesty's Ship _____ *continued.*

Supernumeraries belonging to other Ships.

From whence	Where belonging	No.	Quality	For what purpose borne	By whose Order

Account of Men Lent.

When	No.	Quality	Where lent	Reason

Embarkation of Marines or Soldiers.				From what Port the Ship last sailed	Time of Sailing	Number of Days she was in that Port.
When	No.	Quality	Division or Regiment			

Periodical Books and Accounts.

Description.	Time last made up to	By what Conveyance, and when sent	If any are not sent, the cause of delay	When the next are due.
Returns for Record Book ...				
Quarterly Victualling List ...				
Paymaster's Victualling Account				
" Clothing Account ...				
" Cash Account ...				
Periodical Accounts from Captain				

Supernumeraries.

For Wages and Victuals							Disposable								Of other Ships							All other Supernumerary Marines	Troops				
Qr. Deck Officers			Other Classes				Qr. Deck Officers			Other Classes					Qr. Deck Officers			Other Classes									
Commission	Warrant	Subordinate	Petty Officers	Seamen	Marines	Boys	Commission	Warrant	Subordinate	Petty Officers	Leading, Able	Ordinary	2nd Cl. Ordinary	Marines	Boys	Commission	Warrant	Subordinate	Petty Officers	Seamen	Marines	Boys		Soldiers	Women	Children	Passengers	Prisoners

Captain.

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N.B.—This Log is to be kept from the time the Vessel is commissioned, until she is paid off; when it is to be transmitted as directed by the Admiralty Instructions.

To prevent unnecessary expenditure of Paper in this Log, the Remarks of two Days, *when the Vessel is in harbour*, may be inserted in one page.

LOG

OF

H.M.S. _____

FOR THE PERIOD

Commencing *of* 186 .

Ending *of* 186 .

ENGINES.	Collective Power	Horses.	Manufacturer.
	Description		
	When fixed on Board ..		
	When last thoroughly repaired		
	General State of Repair ..		
BOILERS.	Iron or Copper		Manufacturer.
	Tubular or Flue		
	When made		
	When last thoroughly repaired		
	How long expected to last ..		
PADDLE WHEELS or SCREW PROPELLER.	Description		Manufacturer.
	General state of Repair ..		
	When likely to require a General Repair ..		

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DIRECTIONS.

1. *See* Admiralty Instructions relative to Logs.

2. As the deviation or error of the compass, caused by the local attraction of the ship, becomes changed in amount by any change in the ship's geographical position, and may become entirely reversed in its direction by the ship proceeding from the northern to the southern hemisphere, it is invariably to be tested by azimuth and amplitude observations when at sea, and the ship is to be swung for ascertaining the change of error on arrival on a Foreign Station, and also, once in each year;—the same is to be inserted in the Log-book, and a copy sent to the Admiralty with the quarterly returns of December.

3. A plan of the stowage of the hold is to be inserted in the first page of the first and last periodical Log-book sent into office.

4. Whenever a ship anchors, cross-bearings of principal objects are invariably to be taken; and in harbours or roadsteads which are not correctly known, soundings are invariably to be obtained, and every information given relative to the harbour, &c.;—a plan showing the anchorage to be forwarded.

5. *Bottle Papers* for *Currents* having been ordered, any bottles seen floating are to be picked up, contents reported, and bottle again thrown overboard with the original paper *re-dated*, &c.

6. The height of the barometer and thermometer, and the temperature of the sea, must be recorded at the hours of 4, 8, and 12 A.M., and P.M.; except in stormy weather, when the barometer and thermometer are to be noted every hour.

7. The officer of the watch is to sign the Log with the initials of his name, in the proper column opposite to the last hour of his watch.

8. In recording the force of the wind, and the state of the weather, the following scheme is to adopted, namely:—

Figures to denote the Force of the Wind.

0. Denotes Calm.

1. Light Air	just sufficient to give	Steerage way
2. Light Breeze ...	with which a well-conditioned man-of-war under all sail and clean full would go in smooth water from	1 to 2 knots
3. Gentle Breeze ...		3 to 4 knots
4. Moderate Breeze ...		5 to 6 knots
5. Fresh Breeze ...	in which the same ship could just carry close-hauled	Royals, &c.
6. Strong Breeze ...		Single reefs & top-gallant sails
7. Moderate Gale ...		Double-reefs, jib, &c.
8. Fresh Gale ...		Triple-reefs, courses, &c.
9. Strong Gale ...		Close-reefs, and Courses
10. Whole Gale ...	with which she could only bear...	Close-reefed main-top-sail and reefed foresail
11. Storm.....	with which she would be reduced to	Storm staysails
12. Hurricane	to which she could show ...	No canvas

Letters to denote the State of the Weather.

b denotes Blue Sky—whether clear or hazy atmosphere
c Cloudy—*i.e.*, Detached Opening Clouds.
d Drizzling Rain.
f Fog—**f** Thick Fog.
g Gloomy Dark Weather.
h Hail.
l Lightning.
m Misty or Hazy—So as to interrupt the View.
o Overcast—*i.e*, the whole sky covered with one impervious cloud.
p Passing Showers.
q Squally.
r Rain—*i.e.*, Continuous Rain.
s Snow.
t Thunder.
u Ugly threatening appearance in the Weather.
v Visibility of Distant Objects—Whether the sky be cloudy or not.
w Wet Dew.
. Under any letter denotes an Extraordinary Degree.

By the combination of these letters all the ordinary phenomena of the weather may be recorded with certainty and brevity.

EXAMPLES.

b c m *Blue* sky, with detached opening *clouds*, but *hazy* round the horizon.

g v *Gloomy* dark weather, but distant objects remarkably *visible*.

q p d l t Very hard *squalls*, and *showers* of *drizzle*, accompanied by *lightning* with very heavy *thunder*.

9. The Captains of H.M. Ships will be held answerable if the above directions are not attended to, and attention is called to the necessity of having all proper notations made in this Log, with astronomical observations by day and night, and full information on all matters of importance and interest.

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LOG

Of the proceedings of H.M.S.

Commanded by

Commencing

Ending

When Built (Wood or Iron) Tonnage

When last Docked ... } where
When last Coppered }

Quantity of Ballast on board in Tons

Quantity of Water stowed ... ... { Tanks / Casks / Total Tuns

Quantity of Provisions she can stow { Salt Provisions / Bread

Establishment of Ships' Company { Officers ... ... / Petty Officers ... / Seamen ... ... / Boys, 1st and 2nd Class ... / Marines ... ...

Total ... ...

Deviation of Standard Compass.

When Swung Where at

In Latitude Longitude Variation

By whom

Position of Stand. Compass from Taffrail in ft.

In Steam Vessels from Funnel in feet

Note.—When re-swung on a Foreign Station, the result is to be inserted on a separate sheet.

Ship's Head by Stand. Compass	Deviation of Stand. Compass	Correct Magnetic Course	Ship's Head by Stand. Compass	Deviation of Stand. Compass	Correct Magnetic Course
North			S		
N by E			S by W		
N N E			S S W		
N E by N			S W by S		
N E			S W		
N E by E			S W by W		
E N E			W S W		
E by N			W by S		
E			W		
E by S			W by N		
E S E			W N W		
S E by E			N W by W		

ARMAMENT.

	Pr. Weight	Cwt. qr. Length	ft. in.
Lower Deck			
Middle Deck	...	...	
Main Deck	...	...	
Quarter Deck	...	...	
Forecastle	...	...	

Draught of Water 5 Months' Provisions ... { Aft. / Forward / Ht. F. Port / Mid. P. / Aft. P.

Draught of Water 3 Months' Provisions ... { Aft. / Forward / Ht. F. Port / Mid. P. / Aft. P.

Light Draught of Water with Ballast stowed Lower Masts stepped ... ... { Aft. / Forward / Ht. F. Port / Mid. P. / Aft. P.

Rake of the Masts in 12 feet ... } Fore Main Mizen

Best Sailing Trim

REMARKS

Relative to the Sailing or other Qualities of the Ship and how the Ballast is stowed.

Captain *Master.*

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H.M.S._____, _____*day of*_____, 186__.

*From*_____, *To*_____, *or At*_____

Initials of the Officer of the Watch	Hours	Knots	Tenths	Standard Compass Courses	Leeway Points	Wind		Weather	Deviation of Standard Compass	Height of		Temperature of the Sea	Remarks
						Direction	Force			Barometer	Thermometer		
	1												A.M.
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
	11												
	Noon												

Course.	Distance		Latitude.	Longitude.	Variation allowed.	Water remaining.	True Bearing and Distance.	No. on Sick List.
	Made good.	Through the Water.	D.R.	D.R.		Daily Expenditure.		
Current.	Miles	Miles.	Obs.	Chro.		Distilled since Yesterday.		

	1												P.M.
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
	11												
	Midnt.												

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DECK LOG BOOK.

SEA SERVICE.

1. This Log Book is to be carefully preserved. When not in use, it is to be kept in a painted canvas cover, or in a water-tight box. When filled, it is to be taken charge of by the Captain, and kept on board, for reference, if required.

2. The Officer of the Watch is responsible for the Deck Log; and he is to see that it is properly written up, in pencil, and sign it with the initials of his name, before he leaves the deck.

3. The Speed of the Ship in Knots and Tenths of Knots, and the Leeway in Points, are to be registered every hour.

4. The Standard Compass Course, the Direction and Force of the Wind, and the State of the Weather, are to be registered at the end of each Watch, and when any change may occur in the same.

5. The Height of the Barometer and Thermometer, and the Temperature of the Sea, are to be registered at the hours of 4, 8, and 12 a.m. and p.m.; but in stormy weather, the Barometer and Thermometer are to be registered every hour.

6. The Sail the Ship may be under, and the Bearings, Distance, and Sail of Leading Ships of Columns, are to be registered at the end of each Watch.

7. The Grade of Expansion on which the Ship may be using Steam, is to be registered at the end of each watch, and whenever the Grade may be altered.

8. When in the vicinity of Land, or of any known Danger, the Bearings and Distance of the same are to be recorded at the end of each Watch, for the information of the relieving Officers.

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9. In the space left for *Remarks* must be recorded full information on all matters

day of 186 . From to or, at

andard ompass Course	Leeway Points	Wind		Weather	Height of		Temperature of the Sea	Under what Sail	Bearings, Distances, and Sail of Leading Ships of Columns			On what Grade Steaming	Bearings and Distance of any known Danger, or nearest point of Land	REMARKS
		Direction	Force		Bar.	Ther.			Chief	2nd	3rd			
														A.M.
														P.M.

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DECK LOG BOOK.

HARBOUR SERVICE.

1. This Log Book is to be carefully preserved. When not in use, it is to be kept in a painted canvas cover, or in a water-tight box. When filled, it is to be taken charge of by the Captain, and kept on board for reference, if required.

2. The Officer of the Watch is responsible for the Deck Log; and he is to see that it is properly written up, in pencil, and sign it with the Initials of his name, before he leaves the deck.

3. The direction and force of the wind,—the state of the weather,—and the state of the hawse, are to be registered at the end of each Watch, and when any change may occur in the same.

4. The height of the Barometer and Thermometer must be registered at the hours of 4, 8, and 12 a.m. and p.m.; but, in stormy weather, the Barometer and Thermometer are to be registered every hour.

5. When a separate Signal Log Book is kept, the Signals need not be recorded in this book; but a notation, to the following effect, must be entered against the hour when Signals are made to or from the Ship:—

"SEE SIGNAL LOG."

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H.M.S. , at , day of 186 .

Initials of the Officer of the Watch	Hours.	Wind		Weather	Height of		Signals	State of the Hawse	Employment of the Watch or Crew; Arrivals and Sailings; and other occurrences or Remarks
		Direction	Force		Bar.	Ther.			
	1								A.M.
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	noon								
	1								P.M.
	2								
	3								
	4								
	5								
	6								

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NIGHT ORDER BOOK, H. M. S._____

Day of the Week	Date	Orders

LIST of Officers, Seamen, Marines, and Boys, about to sail in H. M. S. as Passengers to join other Ships.

Dated at the day of 186 .

Name *	Rank	To join what Ship	Remarks

Captain.

* The Names of Officers need only be given; in other cases the number and ratings must be inserted.

H. M. S. _____
at_____
Date_____186 .

LIST of Men and Boys belonging to this Ship, Sick at Hospital, and who are not likely to return on board before the Ship sails.

Name	Rating	Disease	To what Ship Papers are sent

Captain.
Surgeon.

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H.M.S._____
at_____
Date_____ 186 .

RETURN showing the Names and Rank of all Officers Absent from this Ship at the date hereof.

Name	Rank	From what Date Absent	Cause of Absence, Address, &c.

Captain.

H.M.S._____
at_____
Date_____ 186 .

LIST of persons absent without leave from this Ship, and from any other cause except sickness in Hospital.

Name	Rating	Date of Absence	Cause of Absence

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AN ACCOUNT of the Quantity and Weight of the various Articles of STORES, PROVISIONS, &c., &c., received on board Her Majesty's Ship " ," with her Draught of Water and Height of Portsills when fitted for* Service at , dated

	Tons	cwts.	qrs.	lbs.
Ballast ... ... (No. Tuns.)				
Water in Tanks ... / Do. in Casks ... ... (Tons Cwts.)				
Tare of Water Tanks / Do Casks				
Spirits and Wine				
Bread—(Equal to No. of weeks) / Do. No. of Bags ... (Tons cwts. qrs. lbs.)				
Provisions, &c.: Beef Pieces				
Pork do.				
Oatmeal ...				
Peas				
Flour				
Suet				
Raisins				
Sugar, Tea, and Chocolate ...				
Vinegar and Lemon Juice ...				
Preserved Meats				
Equal to No. of Weeks				
Tare of Provision Tanks, Casks, &c. ...				
Coals				
Wood				
Holy Stones and Sand				
Clothing, Soap, Candles, Tobacco, and Implements				
Marine Stores				
Captain's do.				
Ward Room do.				
Gun Room and Engineers' do. ...				
Medical do.				
Officers, Seamen, Marines, Boys, &c., with their Bags, Beds, and Effects, (No. on Board)				
Tare of other Casks, Boxes, Cases, &c.				
Lower Masts, Bowsprit, Topmasts, Top-gallant Masts, Yards, Caps, and Crosstrees, Spare Topmasts, Booms, &c.				
Rigging: Standing				
Running				
Blocks				
Total carried over ...				

	Tons	cwts.	qrs.	lbs.
Sails				
Do. Spare ... ... (No. Size)				
Cables: Hempen, Bower / Do. Stream / Iron, Bower ... ... / Do. Stream				
Messenger Foreganger ... (No. Weight.)				
Anchors: Bower / Stream / Kedge				
Boats and their Gear ...				
Gunner's Stores (Tackles, Breechings, &c.)				
Boatswain's and Carpenter's Stores (Rope, &c.) ... ... (No. Weight)				
Guns , total weight including Carriages				
Powder, No. of Cases / Do. No. of Casks (No.)				
Shot, Case				
Do. Round				
Shells				
Musquet Balls, Small Arms, and other Ordnance Stores				
Steam Vessels: Engines, Boilers, Water in Boilers, and Spare Gear ...				
Coals for Engines in Bunkers ...				
Do. other places				
Engineer's Stores				
Total				
Do. brought over ...				
Grand Total of Weights				

	Feet	inches
Draught of Water: Forward		
Aft		
Height of Portsills: Forward		
Midship		
Aft		

_____ *Captain.*
_____ *Master.*
_____ *Paymaster.*
_____ *Chief Engineer.*

_____ *Master Shipwright.*
_____ *Assistant do.*
_____ *Assistant do.*

Controller of the Navy, *continued.*

* Foreign or Home, as the case may be.

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AN ACCOUNT, &c.—*continued.*

Nature and Description of ARMAMENT on Board at the time of Sailing.

		No.	Prs.	Weight	Length	
Lower Deck ..	Guns ..					
Middle Deck ..	Guns ..					
Main Deck ..	Guns ..					
Quarter Deck ..	Guns ..					
Forecastle ..	Guns ..					
Poop	Guns ..					
	Total No..					
For Boats {						

H.M.S._____
_____186 _____
at _____

REPORT of the State of this Ship, in the Engineer Department.

When taken in hand by the Dockyard Engineers _____

When out of the hands of the Engineers _____

I. Condition of the Engines :—

II. Condition of the Boilers :—

III. As to the General Efficiency of the Machinery :—

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H.M.S._____
_____186 _____
at _____

REPORT of the State of this Ship, in the Shipwright Department.

When taken in hand by the Dockyard_____

When out of the hands of the Dockyard _____

I. State of the Hull and Internal Fittings:—

II. State of the Masts and Yards:—

III. State of the Boats:—

_____
_____ *Dockyard Officers.*

We concur in the above Report,

Captain.

Carpenter.

H.M.S._____
At_____
_____186 .

A LIST of all the Officers on board this Ship.

Name	Rank	By whom appointed

Captain.

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H.M.S._____(Rig_____;
screw or paddle_____, H.P._____).

A RETURN showing the time this Ship has been under steam between the
and the 186 . .

Proceeding		Date	Wind		Course required to be steered	Under what Sail	On what grade steaming	Coals expended		Reasons for having had recourse to steam
From	To		Direction	Force				Tons	Cwt.	
							Total			

Captain.

H.M.S._____, at_____, _____186 .

LIST of the Defects of the above-named Ship.

*_____Department.

No. of the Item	Nature of the Defect (To be fully explained)	Office Column
	1. Defects that cannot be made good by the Ship's Artificers. 2. Defects that can be made good by the Ship's Artificers, if materials are supplied 3. Defects that can be made good with the Ship's means, and by the Ship's Artificers.	

* Engineers', Gunners', Boatswains', or Carpenters', as the case may be.

NOTE.—This List is to be divided into three Parts,—Part 1 is to contain the Defects that cannot be made good by the Ship's artificers; Part 2, those that can be made good by the Ship's artificers if materials are supplied; and Part 3, those that can be made good with the Ship's means and by the Ship's artificers.

Signature and Rank of the Officer of the Department.

Approved,—having satisfied myself that the Defects are as above stated.

Captain.

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H.M.S._____
at _____
_____186 .

REPORT of Merchant Vessels passed by this Ship during the Voyage from_____ to this Port.

Name and Official Number of the Vessel passed	Name of her Master	To what Port the Vessel belongs	Date when passed	Where passed		Intelligence
				Lat.	Long.	

Captain.

H.M.S._____
at _____
_____186 .

ADDRESSES of the undermentioned Officers discharged from this Ship.

Name	Rank	Addres

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H.M.S. _____
At _____
_____ 186____

RETURN of the number of Petty Officer, Seamen and Marines, on board this Ship whose periods of service has expired, but who are detained in consequence of Special Emergencies.

Class	No.	On what ground detained, and by whose authority
Petty Officers (Seaman Class) ...		
Do. (Artificers, &c.) ...		
Leading Seamen		
Able Seamen		
Ordinary and 2nd Class Ordinary ...		
Other Men		
Non-commissioned Officers of Marines		
Private Marines		

Captain.

H.M.S. _____
Date _____ 186___
Ordered to pay off at _____

A LIST of Men belonging to Her Majesty's Ship who have served the required time to entitle them to a Long Service Pension, and are recommended for the Long Service Medal and Gratuity.

Men's Names	Ships in the order served in	Rating	Dates, as nearly as can be ascertained		Commander's Names	Conduct as recorded on Certificate
			Entry	Discharge		

Captain.

On a Ship being ordered to be paid off, no time should be lost in transmitting to the Secretary of the Admiralty a List of the Men entitled to the Medal and Gratuity.

Should a Marine be recommended, a Certificate of his Service signed by the Commandant of the Division to which he belongs, is to be transmitted with this recommendation. But should a Seaman, or Petty Officer, be selected for the Rewards in question, who has previously served in the Royal Marine Corps, his Certificate of Discharge is to be sent up.

In every case the private addresses of the men recommended must be inserted under their names on the List.

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H.M.S. _____ } LIST of Persons belonging to H.M.S. paid off, who wish their Names placed on the Books of H.M.S to return to at the Expiration of their Leave.

at _____

Dated at this

NOTE.—A separate List is to be prepared for each Flag Ship, Guard Ship, or Depôt Ship, and the Parchment Certificates of the Men and Boys are to be sent with the Lists.

Date when to be entered on Flag Ship's Books	Names	Rating and Badges	Continuous Service		Extent of Leave granted	Character	To what Place going on Leave
			Numbers	Date of Expiration			

I hereby Certify that the directions contained in Article 18, at page 297, of the Admiralty Instructions, have been complied with.

Captain.

H.M.S._____ } A RETURN of the disposal of Petty Officers and Seamen.

_____186 .

	Total Number on board		Non-Continuous Service Men		Number recommended for Pensions	Number recommended for Coast Guard	Number recommended for Gunnery Depôt Ship	Number for employment in Dock Yards
	Continuous Service Men	Non-Continuous Service Men	Re-entered	Discharged to shore				
Chief Petty Officers... ...								
1st Class Petty Officers ...								
2nd Class Petty Officers ...								
Leading Seamen								
Able Seamen								

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Station

LIST OF MEN FOR SURVEY.*

A LIST of Men serving on board Her Majesty's Ship who are considered by the Surgeon to be fit objects for invaliding.

Dated on board the , at , the , of 186 .

Names of the Ships to which the Men belong	Men's Names	Ratings	Ages	Disease, Complaint, Wound, or Hurt	Date of last entry into the Service	When and by whom entered	Name of the Examining Surgeon	Whether the Disease, Complaint, or Hurt, was contracted or received in the Ship to which the Man belongs	Whether the Man was ever before Invalided, stating when, for what Complaint, and from what Ship and Station	Remarks

I do declare that the Men named in this List are, in my opinion, fit objects for Invaliding.

Approved, *Surgeon*

Captain.

* At General Surveys this list is to be taken by the Surgeon, with the Patients, for the information of the Surveying Officers. On special occasions it is to be forwarded to the Officer to whom application is made to order a Survey.

Station.

REPORT OF SURVEY ON AN OFFICER.

Pursuant to an Order from

We, whose names are hereunto subscribed, have been on board Her Majesty's Ship , and having carefully and strictly examined the state of health of of Her Majesty's Ship , do make the following Report of the result of our proceedings:

That the said is labouring under , and is, in consequence, unfit for further Active Service on this Station, and we therefore recommend his return to England.*

Dated on board Her Majesty's Ship

at the of , 186

Captain } *of Her Majesty's Ship*
Surgeon }

Captain } *Do.*
Surgeon }

Captain } *Do.*
Surgeon }

} *Medical Officers of* *Hospital.*

Approved,

Commander-in-Chief

* For the re-establishment of his health, or the preservation of his life, as the case may be.

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FORM of REPORT of Survey on Warrant Officers, at Home.

To be filled up if the Warrant Officer be found Unserviceable } STATEMENT of the Services in every capacity in the Royal Navy of Mr. _____

Ships served in	Quality	Period of Service					Remarks, showing whether he has been in any Action, and if so, in what Action, and whether he has received any wounds or hurts in the Service, and generally any other circumstances connected with his servitude which may be proper for their Lordships' knowledge, and which may assist in determining his claim to a Pension.
		From	To	Y.	M.	D.	

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FORM of REPORT of Survey on Warrant Officers, at Home—*continued.*

PURSUANT to an Order from We, whose names are hereunto subscribed, have been and having strictly and carefully surveyed Mr. (*Quality and Class*) belonging to H.M.S. to make the following Report of the result of our proceedings :—

Service as a Warrant Officer				Present Age	Date of First Warrant	Total Period of Service as a Warrant Officer		Here distinctly state whether he is— 1. Fit for Active Service, at Sea, or 2. Qualified for Harbour Duty only, specifying whether permanently or temporarily; and, if temporarily, when he should be re-surveyed, or 3. Unfit for any further Service	If unfit for Active Service at Sea, state the Disease or Cause which renders him so	Remarks Resulting from the Survey, stating Cause of Leaving last Sea-going Ship (If Surveyed on Return from Abroad after being Invalided, a copy of the Report of such Invaliding should be attached hereto.)
Ship	Date of Entry	Date of Dis-charge	*Extract* from Captain's Certificate in *each* Ship, as to Character			Sea Time	Har-bour Time			

Given under our hands, at , this day of 186 .

Captain, H.M.S. Surgeon, H.M.S.
Captain, H.M.S. Surgeon, H.M.S.
Surgeon, H.M.S.

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Station

REPORT of Survey on Petty Officers, Seamen, Marines, and Boys.

PURSUANT to an Order from Hospital, or on board Her Majesty's Ship to WE, whose names are hereunto subscribed, have been examined the Persons undernamed as to the state of Health they are represented to be in, and as to their fitness, or unfitness, to be continued in the Service, and having carefully and strictly do make the following Report of the result of our proceedings:—

When Marines are Surveyed, this Column must be filled up	Names of the Ships to which the Men belong	Men's Names	Qualities	Ages	Disease, Complaint, Wound, or Hurt	Serviceable, Unserviceable, or Hospital Case	If Unserviceable			Information as to the Disease, Complaint, Wound, or Hurt, of the Party found Unserviceable				If Unserviceable from Rheumatism, state the nature, and Particulars of the Complaint	REMARKS — If it should appear that the Party was ever before Invalided, state when, for what Complaint, and from what Ship and Station
The Division each Marine belongs to, and No. of Company							Date of last entry into the Service.	If newly raised		Whether contracted or received previously or subsequently to the Party's entry in the Service	Whether contracted in the Ship to which he now belongs, or in what Ship	Whether the proof that the Disease, or Hurt, was contracted or received in the Service, depends on the Man's own Statement	If the proof depends on the Man's own Statement whether the Surveying Officers think his account may be relied on		
								When and by whom entered	Name of the examining Surgeon						

Dated at Hospital, or on board Her Majesty's Ship the of 186

Medical Officers of *Naval Hospital*

Captain } Her Majesty's Ship
Surgeon }

Captain } Ditto
Surgeon }

Captain } Ditto
Surgeon }

The Secretary of the Admiralty.

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Station

A LIST of the undernamed Sub-Lieutenants, 2nd Masters, Assistant Paymasters, and Subordinate Officers, for whom there are Vacancies open on the Books of Her Majesty's Ship

and for the entry of whom permission is requested.

Dated on Board Her Majesty's Ship , at , the of , 186 .

Name	Date of Original Entry in the Service; or, if for his Admission, his Parentage, Age, and Education	If passed, note the Date of his Certificate	Name of his last Ship	Rating in her	Date and Cause of his Discharge therefrom* * The cause of discharge is always to be very correctly explained	Rating for him in this Ship	Cause of the Vacancy

Captain.

Submitted for the consideration of the Lords Commissioners of the Admiralty.

The Secretary of the Admiralty. *Admiral.*

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A.

WARRANT for (1) _____

Date of Ship being commissioned, _____? } No. of the Warrant _____? (2)

WHEREAS, it having been represented to me by (3) _____

that, on the (4) _____ day of _____, 186___.

Prisoner's {
- Name .. ..
- Age .. ..
- Rating (if entered for C. S., his Number, and when his engagement will expire; if a Marine, his Division and Company. State also whether wearing Good-Conduct Badges .. ..
- Date of Entry in this Ship. No. on S. B. and List .. ..
- Date of First Entry in Her Majesty's Service, and Total Period of Service therein .. ..
- Former Conduct in this Ship; and in what Class for conduct at the time when he committed the offence now charged .. ..

did (5) _____

I this day (after receiving the Report of (6) _____

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A—*continued.*

having heard the evidence of (7) _____

_____

_____

in support of the charge, as well as what the Prisoner had to offer in his defence and the evidence of (8) _____

_____

_____

whom he called in his behalf, I consider the charge to be substantiated against him, and (taking into consideration that this is the (9) _____ Offence registered against him in the Defaulters' Book) I do hereby adjudge him the said (10) _____

_____

(11) _____

_____

_____

_____

_____

Given under my hand on board Her Majesty's Ship _____, at _____, the _____ day of _____, 186 .

Captain.

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A—*continued.*

(1) "Corporal Punishment," "Confinement in Gaol," "Confinement in Cell on Board," "Confinement under a Canvas Screen," "Deprivation of Good-Conduct Badge," "Disrating," or "Reduction to the 2nd Class for Conduct," as the case may be.

(2) The Warrants to be numbered consecutively, from the date of the Ship being commissioned. Warrants for Corporal Punishment to be numbered separately from Warrants for other punishments.

(3) Here insert the name and rank of the Complainant.

(4) Here insert the date when the Offence was committed.

(5) Here insert FULL PARTICULARS of the Offence charged

(6) If the Warrant be for Corporal Punishment, insert the *rank* of the Officer or Officers who investigated the complaint in the first instance, and reported as to the guilt or innocence of the prisoner.

(7) Here insert the Names and Rank of all the Witnesses examined in support of the charge.

(8) Here insert the Names and Rank of all the Witnesses examined for the Defence.

(9) Here insert the number of Complaints registered against the Prisoner.

(10) Here insert the Prisoner's name.

(11) "To be punished with_____lashes, according to the custom of the Navy, on the_____day of_____18____, or as soon afterwards as circumstances will admit without inconvenience to the service."

Or,

"To be imprisoned in the_____Gaol at_____, for a period of_____." (If with Hard Labour, state for how many days; and, if to be kept in Solitary Confinement, state also the number of days.)

Or,

"To oe confined in the Cell on Board for_____hours," (or under a Canvas Screen, as the case may be; state also any alteration that may be ordered in the Prisoner's diet).

Or,

"To be deprived of_____Good-Conduct Badge."

Or,

"To be reduced to the 2nd Class for Conduct."

Or,

"To be disrated to_____."

Note—When, under the sanction of the Regulations of the Service, two or more of the foregoing punishments are awarded to the same individual for the same offence or offences, one Warrant will suffice; but the greatest care is to be taken in all cases to specify distinctly the nature, duration, or extent of the punishment ordered

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B.

WARRANT for _____?

Date of Ship being commissioned, _____? } No. of the Warrant _____?

WHEREAS (1) _____

having, on the _____ day of _____, 186____, under my own observation (2) _____

_____

_____

_____

_____

_____

I this day, in the presence of (3) _____

(after receiving the report of (4) _____

as directed in Article 61, chapter 12, of the Admiralty Instructions) called the Offender before me (5) _____

_____

I deem it necessary, for the maintenance of discipline and good order (taking into consideration that is the _____ Offence registered against him in the Defaulters' Book) to adjudge him, the said (6) _____

(7) _____

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B.—*continued.*

Prisoner's
- Age .. ..
- Rating (if entered for C.S., his Number and when his engagement will expire; if a Marine, his Division and Company, State also whether wearing Good-Conduct Badges) .. .. ..
- Date of entry in this Ship; No. on S. B. and List .. ..
- Date of first entry in Her Majesty's Service, and total period of Service therein,
- Former conduct in this Ship; and in what class for conduct at the time when he committed the offence now charged ..

Given under my hand on Board Her Majesty's Ship _____

at _____ the _____ day of _____

186____.

Captain.

---

(1) Here insert the name of the Offender.

(2) Here insert FULL PARTICULARS of the Offence.

(3) Here insert the name of the Officer next in command, or the Officer of the Watch, as the case may be.

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(4) If the Warrant be for Corporal Punishment, insert the *rank* of the Officer, or

(*Warrant for Imprisonment under the "Naval Discipline Act,* 1861.")

To the GOVERNOR or KEEPER of (1) _____

Gaol at (1) _____

Whereas, on the (2)_____ day of _____ 186 , (3) _____

_____, _____,

at present belonging to Her Majesty's Ship (4)_____

was brought before me, charged with having, on the (5)_____ day of _____

186 , (6)_____

_____

_____

the same being an offence against the "Naval Discipline Act, 1861:" and I, the Officer in Command of the Ship aforesaid, having, after due and proper enquiry according to the custom and regulations of the Navy, convinced myself that the charge above specified is proved against the said (7)_____

do hereby, by virtue of the authority vested in me by the "Naval Discipline Act, 1861," sentence the said (8) _____ to be imprisoned

in (9)_____ Gaol at (9) _____

for (10)_____ day from the date hereof inclusive (11) _____

_____

_____

And I do hereby further charge and command you the Governor or Keeper of the Gaol aforesaid to receive and keep in your custody the said (12)_____

_____ to be imprisoned and dealt with in accordance with this Warrant.

Given under my hand and seal on board Her Majesty's Ship (13) _____

at (14) _____, the (15) _____ day of (15) _____

One Thousand Eight Hundred and Sixty (15)_____.

Signature and Rank of the Officer ordering the Imprisonment.

(L.S.)

Date_____ 186 .

Approved by me the Commander-in-Chief *or* Senior Officer present (*as the case may be*), of Her Majesty's Ships at _____.

Signature and Rank.

(1) Here describe the Prison to which the Prisoner is committed.
(2) Here insert the date of the enquiry.
(3) Here insert the name and rating of the Prisoner.
(4) Here insert the name of the Ship in which he is borne.
(5) Here insert the date when he committed the offence or offences specified.
(6) Here specify the offence or offences on which the Prisoner is committed.
(7) Here insert the name of the Prisoner.
(8) Here insert the name of the Prisoner.
(9) Here describe the Prison to which the Prisoner is committed.
(10) Here insert, *in words*, the number of days.
(11) If sentenced to hard labour, the hard labour to be for all or any part of the term of imprisonment. If the imprisonment be with solitary confinement, the solitary confinement must not be for more than seven days at a time, with intervals of not less than seven days between each period of solitary confinement. The same imprisonment may be both with hard labour and solitary confinement.

When a Prisoner is sentenced to hard labour, or to solitary confinement, or to both, the dates (inclusive) between which he is to be kept to hard labour, or in solitary confinement, as the case may be, must be specifically set forth in the space, marked 11, in the Warrant on the other side hereof.

(12) Here insert the name of the Prisoner.
(13) Here insert the name of the Ship.
(14) Here insert the place where the Ship is.
(15) Here insert the date *in words*.

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To _____ *and all others whom he may call upon to assist him in the execution of this Warrant.*

I _____, being the Officer in Command of Her Majesty's Ship _____, do hereby authorize you, and all others aforesaid, to arrest _____

_____

_____

_____

belonging to such ship, for (*here state the offence*) _____

_____

_____

_____

being an offence against "The Naval Discipline Act, 1861," and you are to bring the said _____

_____

_____

_____

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186 . } A RETURN of Continuous Service Ordinary Seamen and Boys who are considered not desirable to be retained in the Service.

Age	Total Length of Service	Ships served in	Character in each Ship	Offences recorded in present Ship	Punishment awarded in present Ship	Cause of unfitness	Remarks

Captain.

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SCALE of DEDUCTION to be made from the Pay of any Petty Officer, Non-commissioned Officer, Seaman, or Marine, or boy, absent without leave :—

Hours absent	Penalties			
	1st Offence	2nd or 3rd Offence	4th or more	
1 up to and under 7	½ day's pay	1 day's pay	2 days' pay	At the end of every twelve months' service it will be in the power of the Captain to absolve from his former offences of leave breaking (so far as to consider his next offence of that nature as a first offence) any offender who, by a continued course of regular conduct, may be entitled to indulgence.
7 " " 12	1 " "	1½ " "	2 " "	
12 " " 25	1½ " "	2 " "	2 " "	
25 " " 37	3 " "	4 " "	5 " "	
37 " " 50	4 " "	6 " "	8 " "	
50 " " 60	6 " "	8 " "	10 " "	
60 " " 72	8 " "	10 " "	12 " "	
Above 72.	Full penalties.			

The term "Pay" is to be understood as meaning every emolument to which the person may be entitled by his rating.

NOTE.—Men in civil custody are to be discharged from the Ship's Books from the date of conviction for any offence for which they may have been apprehended, and re-entered on their return to the service if not ordered to be finally discharged from it.

LEAVE BOOK.

H.M.S._____

From_____

To_____

Leave granted to the Crew.

No. on S.B.	Name	Rating	Place	Date of leave	For what time	Hours over leave	

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TICKET OF LEAVE.

H.M.S.

Age

Stature

Ft. in.

Hair

Eyes

THE Bearer has hereby leave given to him to follow his private occasions on shore, from the day of to the day of , on, or before which day he is, at his peril, to return on board Her Majesty's Ship to which he belongs, and until then, and no longer, he is to be freed from being otherwise imprest. His age and description are inserted in the margin. Witness my hand and Seal of the Admiralty this day of 186

of the said Ship.

Note.—No Ticket is in force which is not printed in this character, and with this note upon it.

DEFAULTERS' BOOK.

H.M.S._____

_____Captain, from_____to_____

_____ ,, ,, _____ ,,_____

_____ ,, ,, _____ ,,_____

NOTE.—An Alphabetical List, with reference to Name and Page, to be inserted in the opening of the Book.

Name	Rating	Date of Offence	Offence	Nature of the Punishment	Date of Release	Remarks

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RECORD of Conduct Book of H.M.S._____

From_____186___. To_____186___.

Name, Entry, and Rating	Number of Good Conduct Badges	Offence	Punishment	Noted for Zeal or Good Conduct on Special Occasions	No. of Hours "Over Leave"	Six-Monthly Record of				General Remarks
						Conduct	Seamanship	Gunnery	Other Drills	

DESCRIPTION of a Man or Boy (as the case may be) discharged with disgrace from Her Majesty's Service, by Order of the Lords Commissioners of the Admiralty, and not to be re-entered.

(***This Form is to be used also for Men or Boys discharged as objectionable.***)

Name	Ship discharged from, and date of discharge	Rating	Age	Where Born	Height		Hair	Eyes	Complexion	Remarks stating former Ships and date of discharge therefrom
					Feet	Inches				

H.M.S_____

at_____

_____ 186 ***Captain.***

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DIVISION LIST.

Lieutenant _____ _____ *Division.*

No. on Ship's Books	Name	Rating	Blue Cloth		Duck		Blue Serge Frock	Flannel Vests	Bk. Sk. Handkerchiefs	Shirts	Stockings	Hats with Chin-stay		Caps with Chin-stay	Knife and 2 Lanyards	Beds	Bedcovers	Blankets	Comb	Pea Jacket at discretion of Captain	Shoes	
			Jackets	Trousers	Frocks	Trousers						Black	White									

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RECORD of Conduct Book of H.M.S._____

From_____**186**___. **To**_____**186**___.

Name, Entry, and Rating	Number of Good Conduct Badges	Offence	Punishment	Noted for Zeal or Good Conduct on Special Occasions	No. of Hours "Over Leave"	Six-Monthly Record of				General Remarks
						Conduct	Seamanship	Gunnery	Other Drills	

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Name	Ship discharged from, and date of discharge	Rating	Age	Where Born	Height		Hair	Eyes	Complexion	Remarks stating former Ships and date of discharge therefrom
					Feet	Inches				

H.M.S_____

at_____

_____ **186** ***Captain.***

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DIVISION LIST.

Lieutenant _____ _____ *Division.*

No. on Ship's Books	Name	Rating	Blue Cloth		Duck		Blue Serge Frock	Flannel Vests	Bk. Sk. Handkerchiefs	Shirts	Stockings	Hats with Chin-stay		Caps with Chin-stay	Knife and 2 Lanyards	Beds	Bedcovers	Blankets	Comb	Pea Jacket at discretion of Captain	Shoes	
			Jackets	Trousers	Frocks	Trousers						Black	White									

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FORM of REPORT of INSPECTION of the Military Fittings on Board Her Majesty's Troop Ships before the Embarkation of Troops.

Memorandum.

On the first fitting out of a Troop Ship, and on any alterations being made in the internal fittings thereof, the Captain is to make application to the Commander-in-Chief or Senior Officer present for a Survey on the Ship; and the said Commander-in-Chief or Senior Officer will, thereupon, request the Commanding Military Officer at the place to order the attendance of a Military Officer, and an Army Medical Officer, to inspect, in conjunction with one or two Naval Officers, the Troop fittings, and the preparation for embarking Troops. This Inspection is to take place two or three days before the Troops are embarked, and the Report thereof is to be made in the following Form, which is to be transmitted to the Secretary of the Admiralty, through the Commander-in-Chief or Senior Officer.

The Commander-in-Chief or Senior Officer will give orders for such alterations being made in the fittings of the Ship as may be reported by the Inspecting Officers to be necessary; but, on the Home Station, only alterations of a trifling nature are to be ordered without the previous sanction of the Admiralty.

Name of the Ship .. .. ..
Tonnage .. ..
If Steam, Horse-power of Engines ..
Name of Commander .. .. ..
When Commissioned .. .. ..

		No.
The number of persons, &c., the ship is capable of carrying below, as reported by survey, dated the _____	Field Officers	
	Officers	
	Ladies	
	Non-Commissioned Officers & Privates	
	Women	
	Children	
	Horses..	
_____	Field Officers	
	Officers	
	Ladies	

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If the Officers' Cabins are properly fitted, Scuttles tight, and Bedding supplied .. .. ..

Their Mess-place if complete, and a proper Mess-man and Cook appointed .. .. ..

If proper arrangemeuts have been made for their Mess .. .. ..

Ladies' Cabins, if in all respects complete .. ..

Arrangements for the Accommodation for the Troops .. .. ..

State of their Hammocks and Bedding ..

Mess-places, if Tables, Stools, Mess Things, and Washing Tubs are in place .. ..

Arm Stands and Stowage for Knapsacks ..

Place for Helmets and Shackoes ..

Baggage Room, if clear and ready ..

Women's Berths, if complete, and if Bedding is supplied .. ..

If proper Arrangements are made for the Sick .. .. ..

If Wind-sails are fitted and the Ventilation been attended to .. ..

The Cooking Galley for the Troops, if complete, and arrangements for the Cooking satisfactory, and if a Cook is appointed .. .. ..

Arrangements for the Issue of their Provisions and Water .. ..

For what number of Men the Ship is provisioned, and for what period of Time .. ..

State of the Boats in case of emergency..

Precautions against Fire, and for extinguishing the same .. ..

If the Troop Decks, Cabins, &c., are in a clean and proper state for the Embarkation of the Troops, and if other requisite fittings and arrange-

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H.M.S. _____
From _____
To _____, 186 .

AN ACCOUNT of the Receipt and Disposal of the under-mentioned Stores in charge of Mr. _____ *Master.*

No. of the Voucher*	Received or Disposed of		COMPASSES.													
	When	From whom Received, or How Disposed of	Standard	Azimuth	Spare Card for ditto	Steering	Cards, Spare, for ditto	Boat	Cards, Spare, for ditto	Glasses, Spare	Hanging or Tell-tale	Correcting Plates, complete	Compass Box			
	Receipts		No.	No.	No.	No.	No.	No.	No.	No.	No.	Sets	No.			
		Totals ...														
	Issued and Expended															
		Totals ...														

Approved,

Master.

Captain.

* The Receipt and Supply Vouchers to accompany this Account.

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To_____ 186 . Mr._____, *Master.*

No. of the Voucher *	Received or disposed of		Chart Boxes				Chronometers, stating the distinguishing number	Barometers			
	When	From whom received, or how disposed of									
		Dr.									
		Cr.									

Master.

Approved.

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NOTICE to all Captains and Commanding Officers of British Vessels respecting Registry of Births and Deaths at Sea.

The Registrar-General of Births, Deaths, and Marriages in England hereby directs the attention of all Captains or Commanding Officers of British Vessels to the following Provisions of the Act of the 6th and 7th of William IV, cap. 86, entitled "An Act for Registering Births, Deaths, and Marriages in England," namely:—

In the 21st Section it is enacted, "That if any Child of an English Parent shall be born at Sea, on board of a British Vessel, the Captain or Commanding Officer of the Vessel on board of which the said Child shall have been born, shall forthwith make a Minute of the several Particulars hereinbefore required to be inserted in the Register, touching the Birth of such child, so far as the same may be known, and the Name of the Vessel wherein the Birth took place, and shall, on the arrival of the Vessel in any port of the United Kingdom, or by any other sooner opportunity, send a Certificate of the said Minute, through the Post Office, to the Registrar-General."

In the 26th Section of the same Act it is enacted, "That if any of His Majesty's English Subjects shall die at Sea, on board of a British Vessel, the Captain or Commanding Officer of the Vessel on board of which such Death shall have happened, shall forthwith make a Minute of the several Particulars hereinbefore required to be inserted in the Register, touching such Death, so far as the same may be known, and the Name of the Vessel wherein the Death took place, and shall, on the arrival of such Vessel in any Port of the United Kingdom, or by any other sooner opportunity, send a Certificate of the said Minute, through the Post Office, to the Registrar-General."

The following are the Schedules containing the particulars required to be inserted in the Register, so far as the same may be known:—

186 .—BIRTH of a Child at Sea, on board of [here name the Vessel]

When born	Name if any	Sex	Name and Surname of Father	Name and Maiden Surname of Mother	Rank or Profession of Father	Signature, Description, and Residence of Informant	When registered	Signature of Registrar*	Baptismal Name, if added after Registration of Birth

* Instead of the Registrar let the Captain or Commanding Officer here sign his Name.

186 .—DEATH at Sea, on board of [here name the Vessel].

When died	Name and Surname	Sex	Age	Rank or Profession	Cause of Death	Signature, Description, and Residence of Informant	When Registered	Signature of Registrar*

* Instead of the Registrar, let the Captain or Commanding Officer here sign his Name.

The word "English" includes only Natives of England and Wales. The word "British" includes Vessels belonging to all parts of the British Empire.

The Minute may be made in the Ship's Log, and the Certificate of the Minute shall be a true copy of it, with the following words, or others to the like effect, subscribed:—

"I hereby Certify that this is a true copy of the Minute made in the Log of on the day of 18

"Witness my hand, this day of 18

[SIGNED]

"*Captain (or Commanding Officer) of*

[Here state the Name of the Vessel.]

Such Certificate is to be sent through the Post Office, directed—

"To the Registrar-General of Births, Deaths, and Marriages,

"General Register Office,

"LONDON."

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NOTICE to all Captains and Commanding Officers of British Vessels, respecting Registry of Births and Deaths at Sea.

The Registrar General of Births, Deaths, and Marriages in Scotland, hereby directs the attention of all Captains or Commanding Officers of British Vessels to the following provisions of the Act of the 17th and 18th Victoria, cap. 80, entitled "An Act to provide for the better Registration of Births, Deaths, and Marriages in Scotland," namely:—

In the 30th Section it is enacted, that "If any Child of a Scottish Parent shall be born at Sea on board of a British Vessel after the said thirty-first day of December, one thousand eight hundred and fifty-four, the Captain or Commanding Officer of such Vessel shall forthwith make a Minute in the Log Book, or otherwise, of the several particulars hereby required to be Registered, touching the Birth of such Child, so far as the same may be known, and the name of the Vessel in which the same took place; and shall, on the arrival of such vessel in any port of the United Kingdom, or by any other earlier opportunity, send a certified copy of such Minute through the Post Office, to the Registrar-General in Edinburgh."

In the 43rd Section of the same Act it is enacted, that "If any of Her Majesty's Scottish Subjects shall die at Sea, on board of a British Vessel, after the said thirty-first day of December, one thousand eight hundred and fifty-four, the Captain or Commanding Officer of the Vessel on board of which such Death shall have happened, shall forthwith make a Minute in the Log Book, or otherwise, of the several particulars herein required to be inserted in the Register touching such Death, so far as the same may be known, and the name of the Vessel wherein the Death took place, and shall, on the arrival of such vessel in any port of the United Kingdom, or by any other earlier opportunity, send a certified copy of such Minute through the Post Office to the Registrar-General in Edinburgh.....And in cases of Shipwreck, the Captain, or any Officer of the Vessel who may have escaped, or if the Officers have all perished, then any person who may have escaped, and shall be required by the Registrar-General to that effect, shall, to the best of his knowledge, comply with the provisions and requisitions in this Section, as far as the case will admit."

The following are the Schedules containing the particulars required to be inserted in the Register, so far as the same may be known:—

186 .—Birth of a Child at Sea, on Board of [here name the Vessel].

Child				Parents			Informant	
				Father		Mother		
Name if given at Registration of Birth, Baptismal or other name, subsequently given (if different,) and Date of insertion thereof	Sex.	When Born, Year, Day of Month, Hour	Where born. (The Latitude and Longitude to be stated)	Name; Rank, Profession, or Occupation; Age; Birth-place	When and where Married; Issue living and deceased	Name; Maiden Name; Age; Birth-place	Signature, Designation, and Residence of Father, Mother, or other Informant	When Registered, and Signature of Registrar*
Walker, John altered to David, (March 1, 1855.)	Male.	1855. Feb. 11, 5h. 30m. A.M.	Latitude 31°36′20″ S. Longitude 16°2′15″ W.	James Walker, Wine Merchant, 30 Years, Glasgow.	1849, Edinburgh, 1 Boy and 1 Girl living, 1 Boy deceased.	Jane Walker, Maiden Name Hill, 29 Years, Stirling.	James Walker, Wine Merchant, 1, North-street, Edinburgh, Father.	1855, February 13, John Smith, Captain.

* Instead of the Registrar, let the Captain or Commanding Officer here sign his name.

186 .—Death at Sea, on Board of [here name the Vessel].

Description of the Deceased							Particulars of Death				
					If Deceased was Married						
Name, Rank, Profession, or Occupation	Sex	Age	Where Born	Parents' Names and Rank, Profession or Occupation	To whom	Issue in Order of Birth, their Names and ages	When Died, Year, Day of Month, Hour	Where Died. (The Latitude and Longitude to be stated)	Cause of Death, & how long disease continued, (if by whom certified) and when he last saw deceased	Signature, Designation, and Residence of Informant	When Registered, and Signature of Registrar*
Livingston, Ann, Schoolmistress.	Female.	63 Yrs.	Scarboro', County of York, England.	Richard Spencer, Farmer, (deceased) Elizabeth Spencer, Maiden Name, Howard, (deceased.)	John Livingston, Solicitor, deceased.	1. Alexander, 23. 2. Elizabeth, 30. 3. Samuel, dec. æt. 25, in 1853.	Apr. 21, 0h. 20m. P.M.	Latitude 18° 12′ 88″ S. Longr. 178° 28′ 36″ W.	Inflammation of the Lungs, 10 days, as certified by George Hickson, M.D., who saw deceased, April 21.	Elizabeth Livingston, Dressmaker, 119, Union st. Aberdeen.	1855. Apr. 22, David Bruce, Captain.

* Instead of the Registrar, let the Captain or Commanding Officer here sign his Name.

The word "Scottish," includes only Natives of Scotland. The word "British," includes Vessels belonging to all parts of the British Empire.

The Minute may be made in the Ship's Log, and the Certificate of the Minute shall be a true copy of it, with the following words, or others to the like effect, subscribed:—

"I hereby Certify that this is a true copy of the Minute made in the Log of on the day of 18

"Witness my hand, this day of 18 .

(Signed)

"*Captain (or Commanding Officer) of*

[Here state the Name of the Vessel.]

Such Certificate is to be sent through the Post Office, directed "To the Registrar-General of Births, Deaths and Marriages, General Registry Office, Edinburgh."

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ENGINE-ROOM REGISTER.

y's Steam Vessel proceeding from to day the of 18 .

Consumption of Coals every Hour, *in weight*	At each Period of Four Hours							Every Twelve Hours				Every Twenty-four Hours, Total Expenditure of							Remarks	Initials of Engineer
	Mean Height of Barometer			Mean Pressure on Piston by Indicator	State of Water of Boilers before blowing off			Average Temperature				Coals				Oil	Tallow	Oakum		
	Starboard Engine	Port Engine	Atmospheric or Marine do.		Temperature by Thermometer (boiling)	Density by Hydrometer	Boiling Point of Sea Water	Sea Water	Atmosphere of Fore Stoke Hole	Do. After Stoke Hole	Coal Boxes	For Engines		Slip						
lbs.	inches	inches	inches	lbs.	degrees	degrees	degrees	degrees	degrees	degrees	degrees	tons	cwt.	tons	cwt.	galls.	lbs.	lbs.		

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MEMORANDUM, for the information of Officers commanding Her Majesty's Ships, of Places abroad where Coals may be obtained, from Established Depôts or under Local Contracts :—

Lisbon	Local Contract.
Gibraltar	Naval Yard.
Malta	Ditto.
Corfu	Naval Store in charge of Ionian Government.
Athens	Ditto of the Consul
Alexandria	P. and O. Steam Company.
Fayal	Local Contract.
Madeira	Ditto.
Teneriffe	Ditto.
St. Vincent's	Local Agreement.
Bathurst (Gambia) ..	Local Government.
Sierra Leone	Naval Store in charge of Commissariat, and Depôt afloat.
Fernando Po	Ditto Admiralty Agent.
St. Paul de Loando ..	Naval Store in charge of British Commissioner.
Ascension	Naval Store.
St. Helena	Commissariat.
Cape of Good Hope ..	Naval Yard and Depôt afloat.
Mauritius	Local Contract
Singapore..	Naval Store, in charge of Local Government.
Hong Kong	Naval Yard
Shanghae	Paymaster in Charge.
Trincomalee	Naval Yard.
Halifax	Ditto.
Bermuda	Ditto.
Barbadoes	Naval Store in charge of Commissariat.
Jamaica	Naval Yard.
Antigua	Naval Yard.
Rio de Janeiro	Local Contract.
Callao	Floating Depôt.
Valparaiso	Ditto.
Sydney	Commissariat.
Panama	Pacific Steam Company.
Auckland, Wellington } New Zealand	Commissariat.
Vancouver's	Naval Store

At those Stations where there are no Commanders-in-Chief, the Consuls have copies of the Local Contracts for the information of the Captains of Her Majesty's Ships when in want of Coals; and where local agreements are in force the Officers are to request that the Admiralty authority for the supply may be produced from the Contractors, and where no depôts or agreements for supplies exist, purchases are to be made in accordance with the Admiralty Instructions.

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Station.

A Return showing the Remains of the following Stores on board Her Majesty's Ship at the day of 186

Articles	Quantity remaining on Charge	When and where last completed	Expended since	Wanted			Remarks
				To complete for Foreign Service	In lieu	For a General Refit, or for Particular Service	

Captain. Officer in Charge of Stores.

FORM of CERTIFICATE for OFFICERS.

Dated

This is to CERTIFY that Mr. has served as on board Her Majesty's under my command, from the day of 186 , to the day of 186 , during which period he has conducted himself*

Captain,
H.M.S.

* Here the Captain is to insert in his own handwriting the conduct of the Officer including the fact of his Sobriety, if deserving of it.

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ATE of the SERVICE of

Where born { Parish / Town / County } Age on first Entry Years Months

tinuous Service Age at that time

The Corner of this Certificate is only to be cut off when the Character of the Man has been so bad as to make it desirable to prevent his re-entry into the Navy—any such case of a Continuous Service Man is to be specially reported.

Discharge or Transfer	Years	Days	Conduct			Ability in			G.C. Badge	Remarks	Captain's Signature
			1st Yr.	2nd Yr.	Remainder of Service	Seamanship	Gunnery	Small Arm Drills			

iption of the Person, etc., of

ON FIRST ENTRY.		AT THE AGE OF 28 TO 35.		AFTER AGE OF 35.	
Feet	Inches	Feet	Inches		
Hal	Eyes	Hair	Eyes	Hair	Eyes

For what complaint From what Station

have been invalided and wish to re-enter the Service, and do not produce this Document, or state to the Officer that you were invalided, you will not be entitled to reckon subsequent service for Pension or other advantage.

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Station

THE Representation of Mr. of Her Majesty's
of a Survey being required on the undermentioned Stores in his Charge.

Dated on board the
at the of 186.

Articles	Supposed Quantity	In what Packages	When and from whom received	Reason for applying for the Survey

Approved, (*Signature and Rank of the Officer in Charge.*)

Captain.

NOTE.—All representations must bear the Captain's Signature of approval; and those relating to Warrant Officers' Stores, the Master's Signature also. If the Survey be to ascertain the Remains, for closing an Account, &c., the Articles need not be particularized.

DESCRIPTION of Deserters and Men Absent without Leave, from H.M.S.
this day of 186 .

Name	Deserter or Absentee	Date of Desertion or Absence	Rating	Age	Where Born	Height	Hair	Eyes	Marks on Perso	Former Ship

Captain.

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Station.

of H. M. S. : his application

for Leave of Absence. Date 186 .

Leave required		Reason for making this Application	A ddress while onLeave	Last Leave			No. of days on leave during the previous twelve months	Approved, and submitted for the consideration of the Commander-in Chief, as the Applicant's services can be spared for the time he requires to be absent	
From hat date	No. of Days			Date	By what Authority	No. of Days			

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Her Majesty's Ship } A RETURN of Acting Sub-Lieutenants, Acting Second Masters, Midshipmen, Masters' Assistants, and Naval Cadets under Tuition on board this Ship during the Quarter ended 186 ,

	If a Supernumerary to what ship belonging	Name	Quality	Under tuition		Period		Due to Naval Instructor			If discharged, date and to what Ship
				From	To	Calendar Months	Days	£	s.	d.	
Acting Sub-Lieutenants, Acting Second Masters, Midshipmen, and Naval Cadets.											
Master's Assistants.							£				

Naval Instructor.

Approved for payment,

Captain.

We hereby certify, that the sums due, as above stated, from the Acting Sub-Lieutenants, Acting Second Masters, Midshipmen, and Naval Cadets, to the Naval Instructor of this Ship, on account of tuition, have been duly charged against their pay on the Ship's Books.

Captain.

Paymaster.

NOTE.—The allowances for the instruction of Acting Sub-Lieutenants, Midshipmen, and Naval Cadets, are not to be paid to Masters or Second Masters in Ships where a Naval Instructor is borne, nor until the Captain of the Ship has certified on this return that he is satisfied with the manner in which the instruction has been given by the said Master or Second Master, and that the communication of such instruction has in no degree interfered with the careful discharge of their own proper duties.

APPLICATION to the Accountant-General of the Navy for the character and service of Seamen who have lost their Certificates.

Her Majesty's Ship , at the day of 186 .

Name of last Ship	No. on her Books	Man's Name	Rating	Date of Discharge	Character	Whither discharged

To the Secretary of the Admiralty,

(For the Accountant-General). *Captain.*

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Proportion of Powder, Shot, Shell, &c., allowed *Quarterly* for Exercise.

of Charges of Powder		Boats' Guns	Short Practice	Congreve Rockets	Small Arm Ammunition	
	Reduced. For Scaling, Blank Exercise, and Night Quarters				Rifle	Pistol
1	2	One-twenty-fourth of the whole number of Charges and Projectiles allowed for the Guns	In the proportion of one round for each Gun, 4 oz. charges, 6-pr. shot. Vessels carrying no 6-pr., to use the lightest Gun on board, with the lowest charge	One-twenty-fourth of the whole number allowed for each Tube	As many Cartridges as will supply all the Marines and half the Seamen with 30 rounds each, ⅔ ball and ⅓ blank	Fifteen rounds for each Pistol
6	2					

Out of the whole number of Reduced and Distant Charges allowed, the following number of Projectiles may be fired (the remainder of those Charges allowed are only to be fired with single shot), namely:—

Rates	Shot			Shot and Shell	Shell, with Time Fuzes	Shell, Moorsom's	Shell, Diaphragm
	Double	Grape	Canister				
	No.	No.	No.	No.			
1st, 2nd, and 3rd	5	4	4	5	One for every two Broadside Guns Two for each Revolving Gun	One for every four Broadside Guns Two for each Revolving Gun	One for every eight Broadside Guns One for each Revolving Gun
4th, 5th, and 6th	3	3	3	3			
Sloops	2	2	2	2			
Vessels carrying only revolving Guns	2	1	1	1			

n, &c., expended for qualifying Men as Seamen Gunners, to be allowed in addition to the above.
cumstances, the ammunition, &c., allowed to be used in exercise in one quarter should not have been expended, it is not to be
ddition, in any subsequent quarter.

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EXAMPLE

Shewing the total number of Charges of Powder and the number of Projectiles for the Great Guns, allowed to be used in exercise, quarterly, in a Ship of the "Pearl" Class, with 20 Broadside Guns and one Revolving Gun.

CHARGES OF POWDER.

	No.
Reduced charges for Broadside Guns	80
Distant charges for ditto	20
Reduced charges for Revolving Gun	6
Distant charges for ditto	6
Total number of charges	112 *

PROJECTILES.

Round Shot	112
Or in lieu of an equal number of charges with round shot, the following :—	
Double Shot	3
Grape	3
Canister	3
Shot and Shell	3
Shell, with Time Fuzes (Broadside Guns)	10
Ditto (Revolving Gun)	2
Moorsom's Shell (Broadside Guns)	5
Ditto (Revolving Gun)	2
Diaphragm Shell (Broadside Guns)	2
Ditto (Revolving Gun)	1
	34

In such case, leaving 78 charges to be fired with single round shot.

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Division { DEMAND for UNIFORM CLOTHING for a Detachment of Royal Marines serving on board H.M.S. at , 186 .

Company Quality	Name	Tunic	Jacket	Trousers	Shirt	Stock	* Cap and Ball	Duck Frock and Trousers	Sergeant's Chevrons	Corporal and Bombardiers' Chevrons	G. C. Badges	Sergeant's Stockings	Height		Length of Back	From Centre of Back to		Round the		Round Collar	Inside seam of Trousers	Up to what time Clothed	Remarks
													Feet	Inches	In.	Elbow In.	Wrist In.	Breast In.	Waist In.	In.	In.		
	Total Rank and File																						

Approved

Commanding Detachment, or Paymaster.

Commanding H.M.S.

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Division } A Detachment of Royal Marines ordered to embark on board Her Majesty's Ship

To be entered on Ship's Books

Age at time of Embarkation	No. of Company	Names	Quality	*No. of distinguishing Marks, and the Date when the last Mark was granted	If embarked without a Mark the Date when entitled to receive one	Good Shooting Pay		Debt on Embarkation to be charged against their Sea Pay			Date of Expiration of first period of Limited Service	Classification &c., for Character		Time when their next Annual Clothing, &c., will become due				No. of Arms			Each Man in debt to sign here for the charge to be carried against his Sea Pay
						Rate	Up to what date	£	s.	d.		Class, and if in the Second, date when so placed	Date of last Offence reconted at Head Quarters	Clothing	Blue Jacket	Cap	Duck Frock and Trousers				

* This Column is to be filled up with words, not figures.

sion. } Nominal Disembarkation List of a Detachment of Royal Marine Light Infantry (*or* Artillery, *as the case may be*), serving on board Her Majesty's Ship

day of 186 .

Name	Rank	Number of Good Conduct Badges	Remarks as to Badges conferred, deprived, or restored — Promotion and Reduction in the Ranks

Captain

Officer commanding Detachment.

_____ Station.

Requisition for Royal Marines (Light Infantry *or* Artillery *as the case may be*), to fill vacancies on board H.M.S._____186 .

Required		Of the Marine making the vacancy					
No.	Of what Rank or Class	No. of Company	Name	Rank or Class	Division	Date of Discharge	Whither

Approved *Captain.*

To the Colonel Commandant.

Division. *Commander-in-Chief.*

APPLICATION for Time of Service.

_____, at_____

_____186 .

SIR,

I request you will cause me to be furnished with an Official Statement of my period of Service in Her Majesty's Navy. By my Certificates, I have served in the undermentioned Ships between the dates specified.

I have the honour to be,

SIR,

Your obedient Servant.

Applicant's Signature and Rank.

Approved.

Captain.

To the Accountant-General of the Navy.

SHIPS	Rank	Period of Service		Time *	
		From	To	Years	Days

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A List of the Documents which each Officer, or his Agent, is required to obtain and deliver into the Office of the Accountant General of the Navy, to enable him to pass his Accounts, or to receive the Residue of his Pay.

ADMIRAL OR COMMODORE OF THE FIRST CLASS.

1. Certificate from his successor or the Admiral Commanding at a Home Port, that the Private Signals have been received.
2. Certificate from his successor or the Admiral Commanding at a Home Port, that the Boxes of Charts have been transferred to his successor. (*Not required if serving on a Foreign Station*).
3. Certificate from his successor or the Admiral commanding at a Home Port, that the Signal Books have been received, or transferred to his Successor.
4. Certificate from the Accountant General's Department, that there is no Imprest against him in the Admiralty Ledger.
5. Certificate from the Storekeeper General's Department, that the General Rigging Warrant has been returned or accounted for.
6. Certificate from the War Department, that there is no Imprest against him in that Office. (*Not required if serving on a Home Station.*)
7. Certificate signed by himself, showing the Period that his Flag was flying within the limits of his Station.
8. A Pay Ticket.

COMMODORE OF THE SECOND CLASS.

(*In addition to the Documents required as a Commanding Officer.*

1. Certificate, signed by himself, showing the period his Broad Pendant was actually flying, and also the dates of his passing and repassing the limits of his Station.

FLAG LIEUTENANT.

1. Certificate of Service from the Commanding Officer.
2. A Pay Ticket.

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MASTER OF THE FLEET.

1. Certificate of Service from the Commander-in-Chief, or Captain of the Fleet, where there is one.
2. A Log.
3. A pay Ticket.

SECRETARY.

1. Certificate of Service from the Flag Officer.
2. *If on a Foreign Station*, a Certificate from the Admiralty, Whitehall, that the Charts have been transferred to his Successor or returned home.
3. A Pay Ticket.

COMMANDING OFFICER (on being Superseded).

1. Certificate from the Secretary of the Admiralty, that his Logs to the date of discharge .. .. } Have been Received.
2. Certificate from the Secretary of the Admiralty, that his Remark Books to the date of discharge .. .. } Have been Received.
3. Receipt from his Successor, for the Private Signals and Signal Books.
4. Receipt from his Successor, for all the Ship's Log Books.
5. Receipt from his Successor, for the Engineer's and Warrant Officers' Store Accounts.
6. Receipt from his Successor, for the Defaulters' Book, Record of Conduct Book, Leave Book, and such other Books as may have been supplied to him.

On Ship being Paid Off.

1. Certificate from the Secretary of the Admiralty, that his Logs to the date of discharge .. .. } Have been Received.
2. Certificate from the Secretary of the Admiralty, that his Remark Books to the date of discharge .. .. } Have been Received.
3. Certificate from the Accountant-General, that all the Ship's Log Books .. .. } Have been Received.
4. Certificate from the Accountant-General, that the Defaulters' Books, Record of Conduct Books, Leave Books, and such other Books as may have been supplied to him .. .. } Have been Received.
5. Receipt from the Port Admiral or his Secretary, where the Ship is paid off, for the Private Signals and Signal Books.

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Whether Superseded or Paid off in the Ship.

A. Certificate from the Department of the Controller of the Navy, that the Observations on the Ship's Sailing Qualities have been received.

B. Certificate from the Accountant-General's Department ..
C. Certificate from the Storekeeper-General's Department ..
D. Certificate from the Department of the Comptroller of Victualling
E. Certificate from the War Department .. ..
} That there is no Imprest against him.

F. If Commanding a Steam Vessel, a Certificate from the Controller of the Navy, that the Engine-room Registers have been received.

G. Certificate from the Paymaster of the Ship, as to the Signing of Books and Accounts, &c.

H. A Pay Ticket.

COMMANDER OR LIEUTENANT.

1. Certificate of Service from the Commanding Officer.
2. A Pay Ticket.

MASTER.*

1. Certificate of Service from the Commanding Officer.
2. Certificate from the Secretary of the Admiralty, that the Chart Account and his Remark Books have been received.
3. Certificate from the Storekeeper-General, that the Compass Account has been received.
4. Receipt from his Successor or the Commanding Officer for the Ship's original Log Books.
5. Half-yearly Copies of the Ship's Log, signed, endorsed, bound or stitched, to the date of his discharge.
6. A Pay Ticket.

PAYMASTER.

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1. In addition to the Documents required by the Comptroller of Victualling, &c.,

2. Account of Receipt and Expenditure of Tickets, &c., or Receipt from Successor for the same.
3. A Certificate of Service from the Commanding Officer.
4. A Pay Ticket.

N.B.—The same for an Assistant Paymaster in charge.

CHAPLAIN OR *NAVAL INSTRUCTOR.

1. Certificate of Service from the Commanding Officer.
2. *If a Chaplain acts as Naval Instructor*, a Certificate of Service as such from the Commanding Officer.
3. A Pay Ticket.

SUB-LIEUTENANT OR *SECOND MASTER.

1. Certificate of Service from the Commanding Officer.
2. A Pay Ticket.

If a Second Master serves in a Ship in which no Master is borne, he must produce the same Documents as a Master.

ASSISTANT PAYMASTER.

1. Certificate of Service from the Commanding Officer, or Secretary, if serving under one.
2. A Pay Ticket.

CLERK AND ASSISTANT CLERK.

1. Certificate of Service from the Captain, or Secretary, if serving under one
2. A Pay Ticket.

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MIDSHIPMAN, MASTER'S ASSISTANT, AND NAVAL CADET.

1. A Certificate of Service from the Commanding Officer.
2. A Pay Ticket.

GUNNER, BOATSWAIN, OR CARPENTER.

1. Certificate of Service from the Commanding Officer.
2. A Pay Ticket.

N.B.—A Carpenter must produce, when his Ship is paid off, a Receipt from the Master Shipwright's Office for the Keys of the Store Rooms and Cabins.

Note.—Whenever a Commission, Warrant, or Subordinate Officer is discharged to the shore or his Ship is put out of Commission, he is to be furnished with a Pay Ticket and the necessary Certificates—in order that his Residue of Pay may be adjusted at the Admiralty—which he should transmit in a letter to the Accountant-General of the Navy.

The Pay Tickets furnished to Commission, Warrant, and Subordinate Officers, are always to embrace the whole period for which they are borne upon the Ship's books, and to show the whole amount of charges incurred under each head, notwithstanding the ship may have been paid for a portion of the time; and to set forth every particular affecting their pay.

In the case of Officers who are required to keep a Log, the fact of their having done so must be noted in the space appointed for that purpose on the face of the Pay Ticket. On the Tickets of Officers having charge of Stores, it must also be noted whether their Store Accounts are clear.

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TABLE of the FULL-PAY of the ROYAL NAVY, and of the ROYAL MARINES embarked.

§ I. OFFICERS—MILITARY BRANCH.

Ranks	Year of 365 Days £	s.	d.	One Day £	s.	d.
*Admiral of the Fleet ...	2,190	0	0	6	0	0
*Admiral ...	1,825	0	0	5	0	0
*Vice-Admiral ...	1,460	0	0	4	0	0
*Rear-Admiral ...	1,095	0	0	3	0	0
*Commodore of the First Class	1,095	0	0	3	0	0
Captain of the Fleet ...	1,095	0	0	3	0	0
* Table Money to all the above, in addition, when Commanding-in-Chief and their Flags are flying within the limits of their Stations ...	1,095	0	0	3	0	0
(For Table Money to Flag Officers and Commodores First Class, when not serving as Commanders in-chief, vide Article 7, at page 202, of these Instructions.)						
Commodore of the Second Class, in addition to his Pay and Command Money as Captain, if so ordered by the Admiralty: If in command of a Station or Squadron and not under the orders of a Superior Officer ...	365	0	0	1	0	0
Commodore of the Second Class, in addition to his Pay and Command Money as Captain, if so ordered by the Admiralty: Under other circumstances than the above ...	182	10	0	0	10	0
Captain ... Of H.M.S. "Excellent" (including Pay and Command Money)	800	0	0			
Captain: "Britannia" and Steam Reserves do ...	700	0	0			
Captain: First Class. To the first 70 ...	547	10	0	1	10	0
Captain: Second Class. To the next 100 ...	456	5	0	1	5	0
Captain: Third Class. To the remainder ...	365	0	0	1	0	0
Captain: Command Money, in addition to Pay:— In Ships with a complement of not less than 600 men ...	219	0	0	0	12	0
Captain: " " of less than 600 men, and not less than 350 men ...	155	2	6	0	8	6
Captain: " " of less than 350 men, and Flag Captains ...	91	5	0	0	5	0
Commander Full Pay ...	301	2	6	0	16	6
Commander: Additional when in command of any Ship or Vessel ...	45	12	6	0	2	6
Lieutenant In command of any Ship, Vessel, or Tender ...	219	0	0	0	12	0†
Lieutenant: Senior of Rated Ship or Troop Ship, or for Gunnery Duties, if of three years' standing ...	200	15	0	0	11	0‡
Lieutenant: All others ...	182	10	0	0	10	0
Master§ ... After twenty-five years' service ...	365	0	0	1	0	0
Master: Being qualified for Line-of-Battle Ships, and having completed twenty years' service on Full-Pay ...	328	10	0	0	18	0
Master: Being qualified for Line-of-Battle Ships, and having completed fifteen years' service on Full-Pay ...	273	15	0	0	15	0
Master: Having completed ten years' service on Full-Pay, including all time served as Acting Master, and four years as Second Master qualified for Master ...	237	5	0	0	13	0
Master: Having completed five years' service ...	209	17	6	0	11	6
Master: Having completed less than five years' service ...	182	10	0	0	10	0
Master: When appointed to the command of any of Her Majesty's Ships, in addition to their Pay as Masters ...	36	10	0	0	2	0
Master: Store Allowance, when in charge‖ — First, Second, and Third Rates ...	73	0	0	0	4	0
Master: Store Allowance, when in charge‖ — Fourth, Fifth, and Sixth Rates ...	48	13	4	0	2	8
Master: Store Allowance, when in charge‖ — Sloops, &c. ...	38	0	5	0	2	1
Master: Tuition Allowance for each young gentleman instructed (when no Naval Instructor is borne) ...	5	0	0	0	0	3

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§ 1. OFFICERS FULL-PAY—MILITARY BRANCH—*continued.*

Ranks		Year of 365 Days £	s.	d.	One Day £	s.	d.
Sub-Lieutenant*		66	18	4	0	3	8
Second Master*	If qualified for the rank of Master	136	17	6	0	7	6
	If not qualified	91	5	0	0	5	0
	Store Allowance when in charge†	27	7	6	0	1	6
	Tuition Allowance for each young gentleman instructed (when no Naval Instructor is borne)	5	0	0	0	0	3
Midshipman*		31	18	9	0	1	9
Master's Assistant	When above 17 years of age, and with more than two years' service in Navy or Merchant Service	73	0	0	0	4	0
	All others	54	15	0	0	3	0
Naval Cadet*		16	14	7	0	0	11
Gunner, Boatswain, Carpenter	Sea Pay: First Class	120	2	11	0	6	7
	Sea Pay: Second Class	103	8	4	0	5	8
	Sea Pay: Third Class	86	13	9	0	4	9
	Tool Money to Carpenter on Sea Pay	4	11	3	0	0	3
	Harbour Service Pay: First Class	101	17	11	0	5	7
	Harbour Service Pay: Second Class	79	1	8	0	4	4
	Harbour Service Pay: Third Class	63	17	6	0	3	6

same Store Allowance as Masters of First Rates; and those in charge of Sloops, or other vessels employed as Store Ships, or on other such Special Service, are to be allowed the Store Allowance of Fourth Rates.

* Acting Sub-Lieutenants, Acting Second Masters, Midshipmen, and Naval Cadets are subject to a deduction at the rate of £5 per annum from their Full-Pay when receiving instruction from a Naval Instructor, Master, or Second Master (*Vide* Article 9, page 215), to be abated from their pay by quarterly instalments of £1 5*s.* each.

† If in Ships bearing a Master, and from his absence or other cause, the Second Master be placed in charge of Stores, or when a Second Master shall have charge of Stores in a Tender, he will be allowed, according to circumstances, such proportion of the Store Allowance granted to Masters as the Admiralty may direct.

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§ II. OFFICERS' FULL PAY—CIVIL BRANCH.

Ranks		Year of 365 Days £	s.	d.	One Day £	s.	d.
Secretary to Admiral of the Fleet		500	7	1	1	7	5
Inspector-General of Hospitals and Fleets	After twenty-five years' service ...	821	5	0	2	5	0
	Under do. or on promotion ...	730	0	0	2	0	0
Secretaries to Flag Officers and Commodores of the First Class Commanding-in-Chief		401	10	0	1	2	0
Deputy Inspector-General of Hospitals and Fleets	After thirty years' service	620	10	0	1	14	0
	„ twenty-five do.	547	10	0	1	10	0
	„ twenty do. or on promotion	511	0	0	1	8	0
Inspector of Machinery afloat, when appointed to take charge of the Machinery of a Fleet or Squadron		401	10	0	1	2	0
Ditto, when not so appointed...		365	0	0	1	0	0
Chaplain... Under Order in Council of 30th Jan. 1856.	After ten year's service afloat	200	15	0	0	11	0
	Under ten years' do.	182	10	0	0	10	0
	Under three years' do.	161	4	2	0	8	10
Chaplain... Under Order in Council of 13th May, 1859.	1st Class. After twenty years' service ...	292	0	0	0	16	0
	2nd Class. „ fifteen years' do.	255	10	0	0	14	0
	3rd Class. „ ten years' do.	219	0	0	0	12	0
	4th Class. Under ten years' do.	182	10	0	0	10	0
NOTE.—No Naval Chaplain paid in accordance with these rates will be allowed to retire, under a service of 25 years on Full-Pay, excepting on the ground of permanent unfitness from ill health.							
Chaplain *continued.* Under Order in Council of 22nd February, 1860.	After fifteen years' service, 1*s.* a day, in addition for each year's service above fifteen years, but not to exceed 16*s.* a day After ten years' service	255	10	0	0	14	0
	„ five „	209	17	6	0	11	6
	Under five „	182	10	0	0	10	0
NOTE.—Chaplains paid in accordance with these rates will be allowed to retire after fifteen years' service from the date of their first appointment, with the Half-Pay they may have earned by service, if they have not declined to serve.							
Chaplain... In addition, if acting as Naval Instructor	After ten years' Full-Pay service as Naval Instructor	136	17	6	0	7	6
	After seven years' do.	115	11	8	0	6	4
	After three years' do.	104	18	9	0	5	9
	Under three years' do.	95	16	3	0	5	3
	Tuition Allowance for each young gentleman instructed...	5	0	0	0	0	3
Secretaries to Junior Flag Officers and Commodores of the First Class not Commanding-in-Chief		301	2	6	0	16	6
Staff-Surgeon	After twenty-five years' service	456	5	0	1	5	0
	„ twenty „	401	10	0	1	2	0

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§ II. OFFICERS' FULL PAY—CIVIL BRANCH—*continued.*

Ranks		Year of 365 Days £ s. d.	One Day £ s. d.
Chief Engineers (including all time as Acting Chief Engineer, and four years served as an Engineer or Assistant Engineer)	If qualified for 1st or 2nd Rates: After twenty-five years' service	365 0 0	1 0 0
	,, twenty ,,	328 10 0	0 18 0
	,, fifteen ,,	282 17 6	0 15 6
	,, ten ,,	237 5 0	0 13 0
	,, five ,,	209 17 6	0 11 6
	Under five ,,	191 12 6	0 10 6
Chief Engineers promoted to that rank prior to April 21, 1856, who may have been in the receipt of higher rates of pay than those above mentioned, are to retain such higher rates until advanced, according to the Class they were in, viz.:—	If in the First Class	261 11 8	0 14 4
	If in the Second Class	209 17 6	0 11 6
Naval Instructor	After ten years' service on Full-Pay as such	182 10 0	0 10 0
	After seven years' do.	155 2 6	0 8 6
	After three years' do.	136 17 6	0 7 6
	Under three years' do.	127 15 0	0 7 0
	Tuition Money for each young gentleman instructed... ...	5 0 0	0 0 3
Assistant-Surgeon	After ten years' service	237 5 0	0 13 0
	,, five ,, ...	209 17 6	0 11 6
	Under five ,, ...	182 10 0	0 10 0
Assistant Paymaster	In Charge	182 10 0	0 10 0
	First Class. After four years' Full-Pay Service as such* ...	127 15 0	0 7 0
	Second Class. Under four years' do.*	91 5 0	0 5 0
Engineers' for Special Charge†	With less than five years' service in Charge	182 10 0	0 10 0
	With five and less than ten years' service ...	200 15 0	0 11 0
	With ten years' service and upwards	219 0 0	0 12 0
Engineers and Assistant Engineers	Sea Pay and when employed in Dockyards: Engineers	164 5 0	0 9 0
	1st Class Assistant Engineers	136 17 6	0 7 6
	2nd Class Assistant Engineers	109 10 0	0 6 0
	Harbour Service Pay: Engineers	100 7 6	0 5 6
	1st Class Assistant Engineers	82 2 6	0 4 6
	2nd Class Assistant Engineers	63 17 6	0 3 6
Engineers and Assistant Engineers (not being "Engineers qualified for Charge") when in Charge of Engines allowed 1*s.* a-day in addition to their Pay.			
Clerk		73 0 0	0 4 0
Assistant Clerk		45 12 6	0 2 6

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* Including those serving as Clerks to Secretaries of Flag Officers and Commodores.

§ III. WAGES TABLE—SHIP'S COMPANY.

Ratings	Continuous Service. Year of 365 Days	Continuous Service. One Day	Non-continuous Service. Year of 365 Days	Non-continuous Service. One Day
Chief Petty Officers.	£ s. d.	s. d.	£ s. d.	s. d.
Master at Arms†	73 0 0	4 0	The same	
" after 3 years' service in that grade† ...	82 2 6	4 6		
" " 6 ditto† ...	91 5 0	5 0		
Chief Gunner's Mate				
Chief Boatswain's Mate				
Chief Captain of the Forecastle	41 1 3	2 3	36 10 0	2 0
Admiral's Coxswain				
Chief Quartermaster				
Chief Carpenter's Mate				
Seamen's Schoolmaster				
Ship's Steward*	...	...	41 1 3	2 3
Ship's Cook				
First Class Petty Officers.				
Ship's Corporal, 1st class†	54 15 0	3 0	The same	
" after 3 years' service in that grade†	60 16 8	3 4		
" " 6 ditto† ...	66 18 4	3 8		
" 2nd class†...	36 10 0	2 0		
" after 3 years' service in that grade†	42 11 8	2 4		
" " 6 ditto† ...	48 13 4	2 8		
Gunner's Mate				
Boatswain's Mate				
Captain's Coxswain...				
Captain of the Forecastle				
Quartermaster				
Yeoman of Signals	36 10 0	2 0	31 18 9	1 9
Coxswain of the Launch				
Captain of the Maintop				
Captain of the Foretop				
Captain of the Afterguard				
Captain of the Hold				
Sailmaker				
Ropemaker				
Carpenter's Mate				
Caulker				
Blacksmith	41 1 3	2 3	36 10 0	
Armourer				
Plumber				
Leading Stoker				
Sick Berth Attendant	...	...	41 1 3	2 3
Second Class Petty Officers.				
Coxswain of the Barge				
Coxswain of the Pinnace				
Captain of the Mast				

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§ III. WAGES TABLE—SHIP'S COMPANY—*continued.*

Ratings	Continuous Service. Year of 365 Days	Continuous Service. One Day	Non-continuous Service. Year of 365 Days	Non-continuous Service. One Day
	£ s. d.	s. d.	£ s. d.	s. d.
Remainder of Ship's Company.				
Leading Seaman	31 18 9	1 9	27 7 6	1 6
Shipwright	33 9 2	1 10	28 17 11	1 7
Stoker and Coal Trimmer	36 10 0	2 0	31 18 9	1 9
Yeoman of the Store Room				
2nd Captain of the Hold				
Painter				
Sailmaker's Crew				
Blacksmith's Crew	30 8 4	1 8	25 17 1	1 5
Armourer's Crew				
Carpenter's Crew				
2nd Class Stoker				
Tinsmith				
Cooper's Crew				
Able Seamen	28 17 11	1 7		
Bandsman				
Tailor*				
Butcher				
Shoemaker*				
2nd Head Krooman*				
Lamptrimmer				
Flag Officer's and Superintendent's Domestics* ...				
Captain's Steward*				
Captain's Cook*	...	...	24 6 8	1 4
Ward Room Steward*				
Ward Room Cook*				
Secretary's Servant*				
Gun Room Steward*				
Gun Room Cook*				
Ship's Steward's Assistant*				
Assistant Sick Berth Attendant*...				
Engineer's Cook*				
Engineer's Servant*				
Ordinary Seaman*	22 16 3	1 3		
Cook's Mate*	...	...	19 15 5	1 1
Warrant Officers' Cook*	...	...		
Barber*				
2nd Class Ordinary Seaman*	18 5 0	1 0		
Captain's Servant*				
Do. Cook's Assistant*				
Ward Room Servant*				
Do. Cook's Assistant*	...	...	16 14 7	0 11
Gun Room Servant*				
Warrant Officers' Servant*				
Krooman*				
Ship's Steward's Boy*	...	...	10 12 11	0 7
Commander's Servant*	...	...	16 14 7	0 11
Boy of the First Class*	10 12 11	0 7	...	...
Boy of the Second Class*	9 2 6	0 6	...	...

† Eligible for Good Conduct Badges, but not entitled to any Pay for the same.
* Not entitled to Good-Conduct Pay.

Note.—The rates of pay inserted in this table for Masters-at-Arms and Ships' Corporals apply

§ IV. FULL PAY AND WAGES TABLE.—ROYAL MARINES.

Ranks	Artillery Companies: Year of 365 Days	Artillery Companies: One Day	Divisional Companies: Year of 365 Days	Divisional Companies: One Day
	£ s. d.	s. d.	£ s. d.	s. d.
Lieutenant-Colonel	326 19 7	17 11	310 5 0	17 0
Captain, having higher rank by Brevet	257 0 5	14 1	247 17 11	13 7
Captain	220 10 5	12 1	211 7 11	11 7
First Lieutenant, after 7 years' service	142 19 2	7 10	136 17 6	7 6
Do. under 7 years' service	124 14 2	6 10	118 12 6	6 6
Second Lieutenant	101 17 11	5 7	95 16 3	5 3
Cadet	...	...	66 18 4	3 8
Colour Sergeant, to 30th June, 1858*	53 12 2¼	2 11½	42 11 6	2 4
Sergeant do. *	44 9 8½	2 5½	33 9 2	1 10
Colour Sergeant, from 1st July, 1858†	56 13 0¾	3 1¼	45 12 6	2 6
Do. from 1st January, 1862	60 16 8	3 4	...	...
Sergeant from 1st July, 1858†	47 10 6¼	2 7¼	36 10 0	2 0
Do. from 1st January, 1862	51 14 2	2 10	...	...
Corporal, 1st Class	42 11 8	2 4	27 7 6	1 6
Do. 3rd Class, and not classed‡	39 10 10	2 2	24 6 8	1 4
Bombardier, 1st Class	39 10 10	2 2	...	...
Do. 3rd Class, and not classed‡	36 10 0	2 0	...	...
Fifer, Drummer, or Bugler, enlisted on or before 2nd December, 1857‡	23 3 10¼	1 3¼	20 18 2¾	1 1¾
Fifer, Drummer, or Bugler, enlisted after 2nd December, 1857‡	...	...	19 15 5	1 1
Fifer, Drummer, or Bugler, 1st Class	26 4 8¼	1 5¼	...	...
Gunner, 1st Class	26 4 8¼	1 5¼	...	...
Do. 3rd Class, and not classed‡	23 3 10¼	1 3¼	...	...
Private, 1st Class	...	...	21 5 10	1 2
Do. 3rd Class, and not classed‡	...	...	18 5 0	1 0

* With Good Conduct Pay in addition (of which they were in possession at the date of their promotion) for the period between 1st April, 1857, and 30th June, 1858.

† Not entitled to be paid for their badges; but all Sergeants who may, on the 30th June, 1858, have been in receipt of Good Conduct Pay, under the provisions of the Admiralty Order of 20th May, 1857 (Circular No. 296), *at a higher rate than Twopence a-day*, are to be credited with the *excess* in the Pay Books and all Pay Documents as "Good Conduct Pay," and the same is to be paid to them, with their wages, from time to time, so long as they shall continue to be entitled thereto, that is to say, until they shall be deprived of their Distinguishing Marks, *but not for any period, after the 31st day of December*, 1861, *as regards Sergeants of the Artillery Companies.*

‡ Eligible for Good Conduct Pay.

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§ V. ADDITIONAL RATES to be paid with their Wages to those Persons who shall be entitled to the same.

	Year of 365 Days			One Day		
	£	s.	d.	s.	d.	
Good Conduct Pay — If in possession of one Badge or Distinguishing Mark	1	10	5	0	1	* †
Good Conduct Pay — " two Badges or Distinguishing Marks	3	0	10	0	2	* †
Good Conduct Pay — " three " " ...	4	11	3	0	3	* †
Good Conduct Pay — " four " " ...	6	1	8	0	4	†
Good Conduct Pay — " five " " ...	7	12	1	0	5	†
Good Conduct Pay — " six " " ...	9	2	6	0	6	†
Gunnery Instructors	9	2	6	0	6	
Seamen Gunners, with 1st Class Certificates	6	1	8	0	4	
" 2nd Class Certificates	3	0	10	0	2	
Divers and Trained Men	1	10	5	0	1	
Tool Money ..... — Carpenters, Carpenters' Mates, Carpenters' Crew, and Shipwrights, Caulkers, and Caulkers' Mates (if employed in the Carpenter's Crew), on its being certified that they have provided themselves with a complete set of tools	4	11	3	0		
Tool Money ..... — Coopers and Coopers' Crew, on its being certified that they have provided themselves with tools	3	0	10		2	
Men entered for Continuous Service, and retained in the Navy beyond the period for which they entered; and Men entered on and after 1st July, 1853, not for Continuous Service, and retained after completing five years consecutive service; from the date of such retention in each case ...	3	0	1	0	2	

For other Allowances in addition to Full Pay or Wages, not herein specified, vide Chapter XXVI, page 201.

In Ships where no Seamen's Schoolmaster is borne, and where the number of Men and Boys to be instructed is not on an average less than ten, the person performing that duty is entitled to the Pay of the Rating; or, if a Petty Officer, to 5*l.* a-year, in addition to the pay of his proper Rating, at his option; provided his Commanding Officer shall certify that he has performed the duty by his authority, and to his satisfaction, without neglecting any other duty appertaining to his Rating in the Ship.

* For Seamen only. † For Marines.

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SCALE of PENSIONS to the WIDOWS of the undermentioned Officers of the Royal Navy and Royal Marines, and Compassionate Allowances to the Legitimate Children of the said Officers. (*Vide* Chapter XXXIV, at page 249).

	Rank of Officer	Widow's Ordinary Pension	Special Pension in lieu of Ordinary Pension. If the Officer was killed in action, or died within six months of wounds received in action	Special Pension in lieu of Ordinary Pension. If the Officer was drowned, or suffered other violent death in an immediate act of duty, or if it shall be proved to the satisfaction of the Lords Commissioners of the Admiralty, that he died from the effects of any injury or disease caused by extraordinary exposure or exertion on service within 6 months after his being first certified to be ill	Compassionate Allowance to Legitimate Children. If the Officer was killed in action, or died within 6 months of wounds received in action	Compassionate Allowance to Legitimate Children. If the Officer was drowned, or suffered other violent death in an immediate act of duty, or if it shall be proved to the satisfaction of the Lords Commissioners of the Admiralty, that he died from the effects of any injury or disease caused by extraordinary exposure or exertion on service within 6 months after his being first certified to be ill	Compassionate Allowance to Legitimate Children. Ordinary Compassionate Allowance	Aggregate Amount of Allowances to the Family of any Officer not to exceed. If Killed in Action	Aggregate Amount of Allowances to the Family of any Officer not to exceed. If not Killed in Action
		£	£	£	£	£	£	£	£
	1. MILITARY BRANCH. NAVAL OFFICERS.								
1	Flag Officers on the Active, Reserved and Retired Lists; Captains of the Fleet and Commodores	120	According to circumstances		5 to 40	20 to 30	16 to 20	500	300
2	Captains of 3 years' standing and upwards	90	200	150	18 to 25	16 to 20	14 to 16	350	*
3	Captains under 3 years' standing	80	200	140					
4	Captains retired under Order in Council, dated 24th April, 1847	110	...	...	...	...	14 to 16	...	*
5	Captains retired under Order in Council, dated 1st August, 1860	The same as Captains on the Active List, according to Seniority					14 to 16	...	*
6	Captains, on Reserved Half-Pay, being Commanders promoted, under Order in Council, dated 25th June, 1851	Ditto					14 to 16	...	*
7	Commanders retired with the rank of Captain, under Orders in Council, dated 10th August, 1840, and 1st August, 1860 ..	75	...	...	...	...	14 to 16	...	*
8	Commanders	70	120	100	16 to 20	14 to 17	12 to 14	250	*
9	Lieutenants retired with the rank of Commander, under Orders in Council, dated 30th January, 1816, 24th April, 1847, and 1st August, 1860 ...	60	...	...	...	...	12 to 14	...	*
10	Lieutenants, on Reserved Half-Pay, with the rank of Commander, under Order in Council, dated 25th June, 1851 ...	60	...	...	...	...	12 to 14	...	*
11	Lieutenants, retired with the rank of Commander, under Order in Council, dated 1st November, 1830	50	...	...	...	...	9 to 12	...	*
12	Lieutenants	50	80	65	12 to 16	10 to 14	9 to 12	150	*

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Scale of Pensions to Widows, &c.—*continued.*

	Rank of Officer	Widow's Ordinary Pension	Special Pension in lieu of Ordinary Pension: If the Officer was killed in action, or died within six months of wounds received in action	Special Pension in lieu of Ordinary Pension: If the Officer was drowned, or suffered other violent death in an immediate act of duty, or if it shall be proved to the satisfaction of the Lords Commissioners of the Admiralty, that he died from the effects of any injury or disease caused by extraordinary exposure or exertion on service within 6 months after his being first certified to be ill	Compassionate Allowance to Legitimate Children: If the Officer was killed in action, or died within 6 months of wounds received in action	Compassionate Allowance to Legitimate Children: If the Officer was drowned, or suffered other violent death in an immediate act of duty, or if it shall be proved to the satisfaction of the Lords Commissioners of the Admiralty, that he died from the effects of any injury or disease caused by extraordinary exposure or exertion on service within 6 months after his being first certified to be ill	Compassionate Allowance to Legitimate Children: Ordinary Compassionate Allowance	Aggregate Amount of Allowances to the Family of any Officer not to exceed: If Killed in Action	Aggregate Amount of Allowances to the Family of any Officer not to exceed: If not Killed in Action
		£					£	£	£
15	Masters' Attendant and Queen's Harbour-Masters and Assistant Masters'-Attendant on retiring with the rank of Captain	The same as Captains on the Active List, according to seniority as Captains					14 to 16	...	*
16	Masters, retired with the rank of Commander, under Order in Council, dated 28th February, 1855	80	...	...	...	...	14 to 16	...	*
17	Masters retired with the rank of Commander, under Order in Council, dated 19th May, 1846	60	...	...	...	...	12 to 14	...	*
18	Master's-Attendant, Queen's Harbour-Masters, and Assistant Master's-Attendant, being Masters promoted to the rank of Commander	80	...	...	...	...	14 to 16	...	*
			£	£	£	£			
19	Masters of 8 years' standing and upwards	70	120	100	16 to 20	14 to 17	12 to 14	250	*
20	Masters under 8 years' standing	50	80	65	12 to 16	10 to 14	9 to 12	150	*
21	Sub-Lieutenants	...	60	50	...	...	...	...	...
22	Second Masters	...	60	50	...	...	...	...	...
23	Gunners	25	35	30	...	...	...	...	...
24	Boatswains								
25	Carpenters								
	2. CIVIL BRANCH.								
	NAVAL OFFICERS.								
	Chaplains under Order in Council, dated 13th May, 1859: Under 10 years' service on Full Pay	50	80	65	12 to 16	10 to 14	9 to 12	150	*
1	10 and under 20 years' service on Full Pay	70	120	100	16 to 20	14 to 17	12 to 14	250	*
	20 years' service and upwards on Full Pay	90	200	150	18 to 23	16 to 20	14 to 16	350	

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Scale of Pensions to Widows, &c.—*continued.*

	Rank of Officer	Widow's Ordinary Pension	Special Pension in lieu of Ordinary Pension: If the Officer was killed in action, or died within six months of wounds received in action	Special Pension in lieu of Ordinary Pension: If the Officer was drowned, or suffered other violent death in an immediate act of duty, or if it shall be proved to the satisfaction of the Lords Commissioners of the Admiralty, that he died from the effects of any injury or disease caused by extraordinary exposure or exertion on service within 6 months after his being first certified to be ill	Compassionate Allowance to Legitimate Children: If the Officer was killed in action, or died within 6 months of wounds received in action	Compassionate Allowance to Legitimate Children: If the Officer was drowned, or suffered other violent death in an immediate act of duty, or if it shall be proved to the satisfaction of the Lords Commissioners of the Admiralty, that he died from the effects of any injury or disease caused by extraordinary exposure or exertion on service within 6 months after his being first certified to be ill	Compassionate Allowance to Legitimate Children: Ordinary Compassionate Allowance	Aggregate Amount of Allowances to the Family of any Officer not to exceed: If Killed in Action	Aggregate Amount of Allowances to the Family of any Officer not to exceed: If not Killed in Action
		£	£	£	£	£	£	£	£
5	Secretary to Admiral of the Fleet								
6	Paymaster-in-Chief								
7	Deputy Inspector-General of Hospitals and Fleets, after 5 years' service on Full Pay as such	90	200	150	18 to 25	16 to 20	14 to 16	350	*
8	Inspector of Machinery Afloat, after 8 years' service on Full Pay as such								
9	Secretary to a Commander-in-Chief†								
10	Deputy Inspector-General of Hospitals and Fleets, under 5 years' service on Full Pay as such								
11	Inspector of Machinery Afloat, under 8 years' service on Full Pay as such	80	200	140	18 to 25	16 to 20	14 to 16	350	*
12	Staff Surgeon								
13	Paymaster of and above 15 years' seniority								
14	Chief Engineer, ditto								
15	Secretary to a Junior Flag Officer, Commodore of the First Class, or Captain of the Fleet								
16	Surgeon	70	120	100	16 to 20	14 to 17	12 to 14	250	*
17	Paymaster of 8 years' and under 15 years' seniority...								
18	Chief Engineer, Do.								
19	Secretary to a Commodore, 2nd Class								
20	Paymaster, under 8 years' seniority								
21	Chief Engineer, Do.	50	80	65	12 to 16	10 to 14	9 to 12	150	*
22	Naval Instructor								
23	Assistant Surgeon, after 6 years' service on Full Pay as such ...								
24	Assistant Surgeon under 6 years' service on Full Pay as such ..								
25	"Engineer for special charge" (vide Instructions, Article 8, at page 51)	40	65	50	8 to 14	6 to 12	5 to 10	90	*
26	Other Engineers and Assistant Engineers	...	60	50	...	...	...	...	...
27	Assistant Paymaster								

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Scale of Pensions to Widows, &c.—*continued.*

	Rank of Officer	Widow's Ordinary Pension	Special Pension in lieu of Ordinary Pension: If the Officer was killed in action, or died within six months of wounds received in action	Special Pension in lieu of Ordinary Pension: If the Officer was drowned, or suffered other violent death in an immediate act of duty, or if it shall be proved to the satisfaction of the Lords Commissioners of the Admiralty, that he died from the effects of any injury or disease caused by extraordinary exposure or exertion on service within 6 months after his being first certified to be ill	Compassionate Allowance to Legitimate Children: If the Officer was killed in action, or died within 6 months of wounds received in action	Compassionate Allowance to Legitimate Children: If the Officer was drowned, or suffered other violent death in an immediate act of duty, or if it shall be proved to the satisfaction of the Lords Commissioners of the Admiralty, that he died from the effects of any injury, that disease caused by extraordinary exposure or exertion on service within 6 months after his being first certified to be ill	Compassionate Allowance to Legitimate Children: Ordinary Compassionate Allowance	Aggregate Amount of Allowances to the Family of any Officer not to exceed: If Killed in Action	Aggregate Amount of Allowances to the Family of any Officer not to exceed: If not Killed in Action
		£	£	£	£	£	£	£	£
	3. ROYAL MARINES.								
1	General Officers	120	According to circumstances		25 to 40	20 to 30	16 to 20	500	300
2	Colonels...	90	200	150	18 to 25	16 to 20	14 to 16	350	*
3	Lieutenant-Colonels	80	200	140					
4	Majors	70	120	100	16 to 20	14 to 17	12 to 14	250	*
5	Captains...	50	80	65	12 to 16	10 to 14	9 to 12	150	*
6	1st Lieutenants	40	60	50	8 to 14	6 to 12	5 to 10	100	*
7	2nd Lieutenants	30	50	40					

* The amount of the Half-pay of the Rank and Standing of the Officer at the time of his death, to be in these cases the maximum of the allowance to his family.

† Including those Officers who have served for twelve years and upwards as Secretaries to Flag Officers and Commodores of the First Class.

NOTE.—The Widows of Officers on the Reserved and Retired Lists will only be entitled to the pensions applicable to the rank of their husbands at the date when they were placed on the Reserved or Retired Lists; an exception, however, to this rule is made in the case of retired Captains when advanced to the rank of Flag Officers, whose widows will be pensioned as the widows of Flag Officers.

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(Date) _____

REPORT of an **OFFICER'S MARRIAGE**, made for the purpose of its being recorded at the Admiralty, with a view to facilitate the Settlement of any Claim that may be made on behalf of the Officer's Family, in the event of his death.

Officer's Name, Rank, and where serving	
Officer's Age at the time of Marriage ..	
Maiden Names of the Lady, *at full length*	
Date of Marriage	
Place where the Ceremony was performed	
Names of the Officiating Clergyman, and subscribing Witnesses	

Signature of the Officer _____

His place of Residence, if he is not serving on Full-Pay .. } _____

Applicable to Marriages in Scotland only.

We, the subscribing parties, viz., A. B., (*here mention the Name of the Officer, his Rank, and the Ship to which he belongs*) and C. D., of (*here give the Lady's designation*), hereby declare and do certify to the Secretary of the Admiralty, that

CLAIM for LOSS of CLOTHING, &c.

Form No. 1.

MAXIMUM VALUE to be allowed for the Articles of **EQUIPMENT** of the undermentioned Officers.

RANKS	Equipment, &c.						If Private Property				MAXIMUM VALUE to be allowed	
	Uniform and Appointments	Linen, &c.	Bedding	Boots and other Necessaries	Mess Articles	Total	Table Linen	Bedding	Plate	Furniture, &c.		
	£	£	£	£	£	£	£	£	£	£	£	s.
Flag Officers and Commodores of the First Class	80	40	...	10	...	130	40	30	60	40	300	0
Captains of the Fleet	80	40	20	10	...	150	...	...	...	...	150	0
Commodores of the Second Class and Captains	60	30	...	10	...	100	30	10	40	20	200	0
Captains of the Flag Ships, Inspectors and Deputy Inspectors-General, Secretaries to Admirals of the Fleet, and Paymasters-in-Chief	60	30	20	10	...	120	...	...	...	...	120	0
Commanders, Masters of the Fleet, Field Officers of Marines, Secretaries to Flag Officers and Commodores of the First Class Commanding-in-Chief, and Inspectors of Machinery afloat ...	55	25	10	10	...	100	...	...	...	...	100	0
Commander, when in command (in addition)	...	...	...	...	...	...	20	...	25	15	60	0
Lieutenants and Masters in Command ...	40	20	10	10	...	80	15	...	15	10	120	0
Lieutenants, Masters, Secretaries to Junior Flag Officers or Commodores, Chaplains, Staff-Surgeons, Surgeons, Paymasters, Chief Engineers, and Captains and other Officers of Marines	40	20	7	8	5	80	...	...	...	...	80	0
Naval Instructors, Sub-Lieutenants, Assistant Surgeons, Second Masters, Assistant Paymasters, Engineers, and Assistant Engineers	25	20	6	6	3	60	...	...	...	...	60	0

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Form No. 2.

To be used by all Officers of the Royal Navy and Marines.

RETURN of ARTICLES of CLOTHING, &c., lost on Service, belonging to of Her Majesty's Ship

on the 186

The several Articles, with the value thereof, according to the best of Claimant's judgment and belief, to be stated	Amount			The nature of the duty on which the officer was employed, with the Date, Place, and Particular Circumstances, which occasioned the loss, to be distinctly preferred; and if the claim be made in England, the reason of its not being preferred on the Station where the loss occurred, should be stated.
	£	s.	d.	
Total ...				

I do hereby certify that the foregoing is a true and correct statement of my loss on the occasion referred to; that I was not at the time deviating in any respect from the orders of the Commander-in-Chief (or Senior Officer)—and that I have neither received, nor applied for indemnification on account of the above loss through any other channel than that in which the present claim is submitted.

(*To be signed by the Officer making the Claim.*

I hereby certify that I have particularly examined and inquired into the facts and circumstances of the before-mentioned loss, and that I have every reason to believe the same to be correctly and justly stated.. (*To be signed by the Captain, or Commanding Officer of the Ship, and approved by the Commander-in-Chief or Senior Officer, according to the circumstances of the case.*)

N.B.—Duplicate Returns are required in all cases.

Form No. 3.

For the Loss of Necessaries of Petty Officers and Seamen, and Non-commissioned Officers and Privates of Royal Marines.

RETURN of Petty Officers and Seamen, and Non-commissioned Officers and Privates of Royal Marines, who actually lost, without any fault of their own, the Proportions of a Set of Necessaries, specified against their respective Names, on Service, in the year 186

Names	Rating	Proportion of Necessaries lost.	Amount			Date, Place, and particular Circumstances of each Man's loss; whether taken Prisoner, if so, how long he remained in captivity; and in case the claim be made in England, the reason why it was not preferred on the Station where the loss occurred, should be stated.
			£	s.	d.	
		Total ...				

I hereby certify, that I have particularly inquired into the facts and circumstances of the Losses sustained by the several Petty Officers and Seamen, and Non-commissioned Officers and Privates of Royal Marines, as specified in the above Return; that I believe the same to be, in every instance, correctly stated; that the Claimants were, in no respect deviating from my orders at the time the loss was sustained; and that no Indemnification on account thereof has been received, or applied for, through any other channel than that in which the present claim is submitted.

_____ *Captain.*

[*or Officer commanding Ship.*]

I hereby certify, that I have particularly examined and inquired into the facts and circumstances of the above-mentioned Losses, and that I have every reason to believe the same to be correctly and justly stated. _____ *Commander-in-Chief.*

[*or Senior Officer.*]

N.B.—Where losses have been sustained on different services, they are to be made out in separate Returns.

Duplicate Returns are required in all cases.

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H.M.S. _____, at _____
_____ 186___.

_____, of H.M.S. _____; his application for the repayment of Travelling Expenses incurred by him on the public Service.

On what Duty engaged, and Date	Travelling			No. of Miles	Whether furnished with Passes or not	Time occupied on the Journey	Expenses actually incurred by the Applicant (Not to exceed the sums allowed by the scale)				Office Column
	From	To	By what route and Conveyance			hrs.	Items	£	s.	d.	
							Amount of claim £				

Approved and submitted for the consideration of the Commander-in-chief, the Account having been examined by me,

_____ Captain.

Signature and rank of the Applicant.

_____, at _____
_____ 186___.

Approved and submitted for their Lordships' consideration,

Commander-in-Chief, or Senior Officer.

The Secretary of the Admiralty.

H.M.S. _____, at _____
_____ 186___.

_____ of H.M.S. _____
being directed to proceed from hence to _____ to join H.M.S. _____ (or on duty, as the case may be) is entitled

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REGULATIONS RESPECTING THE RETIREMENT OF NAVAL OFFICERS FROM ACTIVE SERVICE.

I.—MILITARY BRANCH.

1.

FLAG OFFICERS.

Ten Retired Service Pensions of £150 a-year each, may be awarded to such Flag Officers on the Active List as are either above 70 years of age, or are physically incapable of further service. Officers accepting these Pensions are to be removed to a separate Reserved List, and the vacancies thereby occasioned filled up, from time to time, in the same manner as vacancies occurring by death. These Pensions are not to be held in addition to the Good Service Pension.

2.

Flag Officers, appointed as Governor, Lieutenant-Governor, or Commissioners of Greenwich Hospital, are to be removed from the Active, and to be placed on a separate Reserved List; their vacancies are to be filled up in the same manner as vacancies occasioned by death.

These Officers are to rise in rank in the same manner as is the case with regard to other Flag Officers on Reserved Half-Pay, but are only entitled to the Half-Pay of the rank which they held at the time of their appointment. The Lieutenant-Governor, however, is to be an exception to this rule, not rising above the rank of Rear-Admiral, so long as he retains the Lieutenant-Governorship; but, on ceasing to be Lieutenant-Governor of the Hospital, he is to take his place on the Reserved List of Flag Officers according to his original seniority.

3.

Captains whose seniority brings them in turn for advancement to the rank of Flag Officer, but who have not served for their Flags, as stated in Article 2, page 52, are to be placed on the Reserved List of Flag Officers.

Captains who may arrive at the head of the List without having served in that rank, are to be placed on the List of Reserved Flag Officers, with the pay of 20*s.* per diem.

4.

Flag Officers who accept the Retired Service Pensions mentioned in Article 1, will be permitted to rise in rank according to their seniority, as if they had remained upon the Active List; but they will not be entitled to any increase of Half-Pay beyond that which they were receiving at the time when such Pensions were awarded to them. All other Reserved and Retired Flag Officers (not being Flag Officers of Greenwich Hospital, for whom provision is made in Article 2), although they may rise in rank, as before mentioned, are not to receive a higher rate of Half-Pay than that which is established for Rear-Admirals.

5.

CAPTAINS.

There shall be three Lists for Retired Captains, to consist of—

1st. Captains whose seniority brings them in turn for advancement to the rank of Flag Officer, but who prefer to continue as Captains.

2ndly. Applicants from the Half-Pay List of Captains, being Captains of not less than ten years' standing and fifty-five years of age. This Retired List will be ultimately reduced to 100, of whom the first twenty-five are to receive £1 5*s.* per diem, and the remaining seventy-five £1 per diem. Captains who avail themselves of the retirement will, in the first instance (until the List is reduced as before-mentioned), be entitled to 18*s.* per diem Half-Pay, and are to rise to the £1 and £1 5*s.* Lists, as vacancies occur. They will also be permitted to rise in rank according to their seniority, as if they had remained upon the Active List.

3rdly. All Captains on attaining the age of sixty, without having served in that rank, to be placed on a Retired List, and receive Retired Pay as follows:

If on 10*s.* 6*d.* Half-Pay List when retired	18*s.* per diem.
If on 12*s.* 6*d.*	20*s.* "
If on 14*s.* 6*d.*	20*s.* "

Such Officers to assume the rank and title of Rear-Admiral at the time they would have obtained their Flag by seniority, had they remained on the Active List.

Captains who were on the 14*s.* 6*d.* Half-Pay List on the 3rd of August, 1860, are not to be affected by these arrangements, unless by their own desire.

6.

Captains, Commanders, Lieutenants, and other Officers, except Medical Officers, appointed to Greenwich Hospital, are to be removed from the Active Lists to which they belong, and their names are to be placed on separate Reserved Lists, according to their respective ranks.

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7.

COMMANDERS.

All Commanders on the Active List on attaining the age of sixty, are to be placed on a Retired List with the rank and title of Retired Captain, and to receive Half-Pay according to their length of Sea-Service, on the scale hereinafter mentioned.

Commanders on the Active List, who have not been employed either afloat, in command of Revenue Vessels, in the Coast-Guard, or as Mail or Transport Agents, within a period of fifteen years, to be placed on a Retired List, and to receive Retired Pay according to their amount of Sea-Service, also on the same scale as hereinafter mentioned; such Officers to be permitted to assume the rank and title of Retired Captain on reaching the age of sixty, but without further addition to their Retired Pay.

Scale of Retired Pay.

Total Sea-Service in the Rank of—

Commander and Lieutenant.	*Pay per diem.*
Under 9 years	Half-Pay they may be receiving at the time when retired.
Above 9 years' and less than 12 years' service ...	10*s.* 6*d.*
Above 12 years' and less than 15 years' service ...	12*s.* 6*d.*
Above 15 years' and less than 20 years' service ...	14*s.* 6*d.*
Above 20 years service	16*s.* 6*d.*

Officers, after twenty years' service in these Ranks, or who are physically incapable of Service, to be eligible for this Retirement, with the rank and title of Retired Captain, irrespective of age, at the discretion of the Board of Admiralty.

Time served in command of Revenue Vessels to count as Sea-Time.

Time served in the Coast-Guard on shore, or in Transport Service on shore, to count as Sea-Time in the Scale of Retired Pay, in the proportion of three years in the Coast-Guard or Transport Service as one of Sea-Service.

Time served as Mail or Transport Agents afloat or abroad, to count for the above purpose as Sea-Time for the first three years, and after that, in the proportion of three years' Agents' Time as two of Sea-Service.

For every year's service as Acting Lieutenant, Sub-Lieutenant, (Mate,) or Passed Midshipman, after the completion of two years' service or combined service in those ranks, an Officer to be allowed 3*d.* per diem additional.

Commanders who have been promoted to the Reserved List of Captains under the Orders in Council of 25th June, 1851, and 30th January, 1856, will be entitled to increase of Pay, on the above scale, according to their length of service.

8.

LIEUTENANTS.

Lieutenants on the Active List, on attaining the age of sixty, to be placed on a Retired List, with the rank of Retired Commander, and to receive pay according to their Sea-Service on the hereinafter-mentioned scale.

Lieutenants on the Active List, who have not been employed, either afloat, in the Coast-Guard, in command of Revenue Vessels, or as Mail or Transport Agents, within a period of fifteen years, to be placed on a Retired List, and to receive pay also on the same scale as hereinafter mentioned. These Officers to be permitted to assume the rank and title of Retired Commander on attaining the age of sixty, but without further addition to their Retired Pay.

Scale of Retired Pay.

Total Sea-Service in the rank of—

Lieutenant.	*Pay per diem.*
Under 6 years	Half-Pay they may be receiving at the time when retired.
Above 6 years' and less than 9 years' service ...	7*s.* 0*d.*
Above 9 years' and less than 12 years' service ...	8*s.* 6*d.*
Above 12 years' and less than 15 years' service ...	10*s.* 6*d.*
Above 15 years'	11*s.* 6*d.*

Officers, after twenty years' service in this rank, or who are physically incapable of service, to be eligible for Retirement with the rank and title of Retired Commander, irrespective of age, at the

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after the completion of two years' service or combined service in those ranks, an Officer to be allowed three pence per diem additional.

Officers who may in future be recommended for the Annual Promotions on account of good service in the Coast-Guard or Revenue Cruizers, or as Mail Agents, whom it may not be considered desirable to promote to the Active List, to be promoted to the Retired List, and be paid according to Sea-Service on the above Scale.

Lieutenants, who have been promoted to the Reserved List of Commanders, under the Orders in Council of 25th June, 1851, and 30th January, 1856, will be entitled to increase of pay on the above scale, according to their length of service.

9.

Greenwich Out-Pensions.

All Officers on the Active List who accept the Out-Pension of Greenwich Hospital to be placed on the Retired List of the rank which they may then hold; Commanders and Lieutenants to be permitted to assume a step in rank on reaching the age of sixty, but without further increase of Pay.

1. All Officers retired under this scheme to be eligible for the Out-Pension of Greenwich Hospital for the rank that they held on the Active List, provided that they shall have served the following periods of commissioned time afloat:—

Captains, 15 years, including time as Commanders and Lieutenants.
Commanders, 12 years, including time as Lieutenants.
Lieutenants, nine years in that rank.

2. Officers, who have received, or who may hereafter receive, severe wounds in action, or disabling hurts on actual service, are to be exempt from the above rule respecting time of service.

3. Officers on the Reserved and Retired Lists of Captains or Commanders prior to August, 1860, to be eligible for the Out-Pension of Greenwich Hospital, on the conditions stated in Articles 1 and 2 of this section.

4. The regulations laid down in the scheme of retirement respecting time served in the Coast-Guard, Transport, or Mail Service, to apply to the time required to be served for Greenwich Out-Pension.

10.

MASTERS.

There shall be two Lists for Retired Masters, to consist of—

1st. Masters retired with the rank of Captain to be eligible for this retirement, they must be sixty years of age, qualified for first rates, and have served twenty years on Full-Pay in the rank of Master.

2ndly. Masters retired with the rank of Commander to be eligible for this retirement, they must be sixty years of age, qualified for first rates, and have served fifteen years on Full-Pay as Master; or, at the discretion of the Admiralty, being above fifty-five years of age and under sixty, and totally disqualified by sickness, or injuries contracted in the service, and rendered incapable of further service afloat, provided they have served not less than fifteen years in the rank of Master.

In the foregoing cases the amount of retirement will be fixed according to the rate of Half-Pay which the Officer may have earned by service as Master, no addition being made thereto, except as regards Masters' Attendants, Assistant Masters' Attendants, and Queen's Harbour Masters, who will, on retiring, be allowed sixpence a-day for each complete year's service in such capacities in addition to their Half-pay as Masters, and receive the rank of Retired Captain, without reference to age or length of service.

Time served as Master Attendant, Assistant Master Attendant, Queen's Harbour Master, Acting Master, and four years of service as Second Master qualified for Master, will be allowed to reckon as Master's time.

11.

There shall also be a List for Masters on Reserved Half-pay, to consist of—

Masters not comprised in Article 10, who are totally disqualified by age or sickness, or injuries contracted in the service, for further employment afloat. Such Officers, although on Reserved Half-Pay, are to retain the advantages they enjoyed on the Active List of rising in rank according to their seniority.

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12.

II.—CIVIL BRANCH.

1.
CHAPLAINS.

There shall be three Lists for Retired Chaplains, to consist of—

1st. Chaplains entered on or before the 30th May, 1859, who may not have availed themselves of the advantages conferred by Her Majesty's Order in Council, dated the 13th of the same month. The regulations respecting the retirement of these Officers are the same as those in force prior to the date of Order in Council referred to.

2ndly. Chaplains under the Order in Council, dated the 13th of May, 1859. To be eligible for the retirement under this Order in Council, the Officer must have completed 25 years' service on Full-Pay as Chaplain, except on the ground of permanent unfitness from ill-health.

3rdly. Chaplains under the Order in Council, dated the 22nd of February, 1860. Under this Order in Council, Chaplains are allowed to retire after 15 years from the date of their first appointment, with the Half-Pay which they may have earned by service, if they have not declined to serve.

2.
MEDICAL OFFICERS.

Inspectors-General of Hospitals and Fleets will be required to retire at 70 years of age, or before, if found physically incapable of service.

Deputy Inspectors-General of Hospitals and Fleets will be required to retire at 65 years of age, or before, if found physically incapable of service.

Staff-Surgeons, Surgeons, and Assistant Surgeons, on attaining the age of 60, or who are totally disqualified by sickness or injuries for further employment, are to be taken from the Active Lists of their respective ranks, and placed on separate Retired Lists.

Medical Officers after having served on Full-Pay for 25 years and upwards, shall have the right to retire upon Half-Pay; but every Medical Officer thus claiming to retire, must give six months' notice to the Secretary of the Admiralty of his intention to claim this right prior to his being allowed to retire; and no Medical Officer shall have a right to give such notice after he shall have been appointed to active service.

The retiring allowances, or Half-Pay, of retired Medical Officers will be governed by their length of service on Full-Pay, as stated in the Appendix, at page 168. A Medical Officer retiring, after a Full-Pay service of twenty-five years, may, in cases of distinguished service, receive a step of honorary rank, but without increase of half-pay or allowances.

3.
PAYMASTERS.

There shall be two Retired Lists for Paymasters, to consist of—

1st. Paymasters-in-chief.—To be filled by Officers who have had long and meritorious Sea Service; the number to be limited to ten, and the selection to be made by the Lords Commissioners of the Admiralty.

2ndly. Paymasters no longer fit for Active Service, including those of 65 years of age and upwards.

Paymasters in civil employment under the Crown, or pensioned from such employment, are to be placed on a separate list of Paymasters.

Paymasters, who have served as Secretaries to Flag Officers for twelve complete years, will be removed from the Active List of Paymasters, and placed upon a separate list as Secretaries.

The Admiralty are empowered to allow any Assistant Paymaster to retire from the service, with a pension of 2*s.* 6*d.* per diem, after twenty years' actual service, ten of which as Assistant Paymaster or Passed Clerk.

4.
ENGINEERS.

Inspectors of Machinery afloat, and Chief Engineers, on attaining the age of 60, or who are totally disqualified by sickness, or injuries, for further employment, are to be taken from the Active Lists of their respective ranks, and placed on separate Retired Lists.

The Admiralty are empowered to allow Engineers and Assistant Engineers, on attaining the age of 60, or who are totally disqualified by sickness, or injuries contracted in the Service, for further employment, to retire on Pensions, according to the scale given in Article 3, at page 238.

The time served as Engineers, prior to 1st April, 1847, shall be reckoned as if the same had been served as Assistant Engineers to qualify them for Pensions.

5.
NAVAL INSTRUCTORS.

Naval Instructors will be allowed to retire after 15 years' actual service.

III.—OFFICERS IN GENERAL.

1.

Whenever Her Majesty may be pleased, by Her Order in Council, to call Officers from the Reserved or Retired Lists into Active Service in case of War, or of emergency, Her Majesty has been pleased to approve that such Officers as may be so employed shall be in all respects entitled to the pay and emoluments of their respective ranks on the Active List.

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TABLE of the HALF-PAY and RETIRING ALLOWANCES of the undermentioned Officers of the ROYAL NAVY and ROYAL MARINES.

§ I. NAVAL OFFICERS—MILITARY BRANCH.

	Rank of the Officer		Year of 365 Days £ s. d.	One Day £ s. d.
1	Active List ...	Admiral of the Fleet	1,149 15 0	3 3 0
2		Admiral	766 10 0	2 2 0
3		Vice-Admiral	593 2 6	1 12 6
4		Rear Admiral	456 5 0	1 5 0
5	Flag Officers of Greenwich Hospital		Vide Appendix, Art. 2, p. 161	
6	Flag Officers in receipt of Retired Service Pensions		Vide Appendix, Art. 4, p. 161	
7	Flag Officers on the Reserved List, vide Appendix, Art. 3, p. 161. Order in Council, 25th June, 1851		456 5 0	1 5 0
8	Flag Officers on the Retired List to the first 25). Vide Appendix, Art. 5, p. 161, Orders in Council, 24th April, 1847, and 25th June, 1851*...		456 5 0	1 5 0
9	Flag Officers on the Reserved List, being Captains who arrived at the head of the list without having served as Captains. Order in Council, 1st August, 1860. Vide Appendix, Art. 3, p. 161...		365 0 0	1 0 0
10	Captains (Active List	To each of the first 70 in seniority	264 12 6	0 14 6
		To each of the next 100	228 2 6	0 12 6
		To the remainder below the first 170	191 12 6	0 10 6
11	Captains (Retired Lists)	Whose seniority brought them in turn for advancement to the rank of Flag Officers, but who preferred to continue as Captains, vide Appendix, Art. 5, p. 161	The Half-Pay to which they may be entitled by their seniority as Captains on the Active List	
12		* To the first 25, including in that number those who by their seniority may have attained the rank of Retired Flag Officer. Vide Art. 5, p. 161, in the Appendix. Orders in Council 24th April, 1847, and 25th June, 1851 ...	456 5 0	1 5 0
13		To the remainder. Vide Article in the Appendix and Orders in Council referred to in the preceding section (12)	365 0 0 or 328 10 0	1 0 0 or 0 18 0
14		Being Commanders retired with the rank of Captain, under Orders in Council 10th August, 1840, 25th June, 1851, and 30th January, 1856	191 12 6	0 10 6
15		Being Commanders retired with the rank of Captain, under Order in Council, dated 1st August, 1860	Vide Appendix, Art. 7, p. 162	
16		Being Masters retired with the rank of Captain, under Order in Council, 28th February, 1855	The amount of Half-Pay earned by service as Master	
17		Being Master's-Attendant, Assistant Master's-Attendant, and Queen's Harbour Masters, retired with the rank of Captain, under Order in Council, dated 22nd February, 1860 ...	The amount of Half-Pay earned by service as Master, and in addition thereto, 6d. a-day for each complete year's service in capacity of Master-Attendant, Assistant Master-Attendant, or Queen's Harbour Master	
18	Captains (Reserved List) ...	Being Commanders promoted to the Reserved List of Captains, under Orders in Council, 25th June, 1851, and 30th January, 1856	191 12 6	0 10 6
			or the increased rates specified in the Appendix, Art. 7, p. 162, according to length of service	
19	Commanders....	To each of the first 150 in seniority, on the Active and Reserved Lists combined ...	182 10 0	0 10 0
20		To the remainder, ditto	155 2 6	0 8 6
21		Retired under Order n Council, 1st August, 1860	Vide Appendix, Art. 7, p. 162	
22		Being Lieutenants retired with the rank of Commander, under Order in Council, 1st August, 1860	Vide Appendix, Art. 8, p. 162	
23		Being Lieutenants retired with the rank of Commander, under Order in Council, 30th January, 1816	155 2 6	0 8 6
24		Being Lieutenants retired with the rank of Commander, under Order in Council, 1st November, 1830, who may not be within 100 of the top of the List of Lieutenants ...	127 15 0	0 7 0
25		Being Lieutenants promoted to the Reserved List of Commanders, under Orders in Council, 25th June, 1851, and 30th January, 1856	155 2 6	6 0 8
			or, the increased rates specified in the Appendix, Art. 8, p. 162, according to length of service	
			Order in Council, Aug. 1st 1860.	

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§ I. HALF PAY, &c.—MILITARY BRANCH—*continued.*

	Rank of the Officer.	Year of 365 Days	One Day
		£ s. d.	£ s. d.
26	Commanders—(*continued*) Being Master's-Attendant, Assistant Master's-Attendant, and Queen's Harbour Master, promoted to the rank Commander, under Order in Council, 22nd February, 1860	The amount of Half-Pay earned by service as Master; and, in addition thereto, 6d. a day for each complete year's service in the capacity of Master-Attendant, Assistant Master-Attendant, or Queen's Harbour Mast.	
27	Being Masters retired with the rank of Commander, under Order in Council, 19th May, 1846	228 2 6	0 12 6
28	Being Masters retired with the rank of Commander under Order in Council, 28th February, 1855. Vide Appendix, Art. 10, p. 163	The amount of Half-Pay earned by service as Master.	
29	Lieutenants (Old Rates) ... To each of the first 300 on the list in seniority—Active and Reserved lists combined ...	127 15 0	0 7 0
30	To each of the next 700	109 10 0	0 6 0
	The foregoing rates of Half-Pay for Lieutenants, were abolished by Order in Council, dated 1st August, 1860, and the following substituted in lieu thereof; but it was provided in the said Order, that no Lieutenant should receive less than he was then entitled to; and Lieutenants on the list of the Navy, at the date of the Order in Council, are allowed to rise to the 6*s.* and 7*s.* lists, by seniority, except such as may have been promoted to that rank after 1st July, 1840, and who, not having served as Lieutenants of sea-going ships for 3 years, may be in the receipt of 4*s.* or 5*s.* a-day half-pay, as the case may be:—		
31	Lieutenants (New Rates) ... Under 3 year's sea-time*	73 0 0	0 4 0
32	Above 3 " "	91 5 0	0 5 0
33	" 6 " "	109 10 0	0 6 0
34	" 9 " "	127 15 0	0 7 0
35	" 12 " "	155 2 6	0 8 6
36	Masters—(To those serving on 1st April, 1855; and to those who may have been employed between that date and the 21st February, 1860, for a period of not less than 12 months)† After 20 years' service in the rank of Master, if qualified for 1st and 2nd rates	237 5 0	0 13 0
37	After 15 ditto ditto ...	182 10 0	0 10 0
38	" 10 years' service in the rank of Master ...	146 0 0	0 8 0
39	" 5 " " ...	109 10 0	0 6 0
40	Under 5 " " ...	91 5 0	0 5 0
41	Masters—(To those who may have been serving on the 22nd Feb., 1860, or who may have served since that date)†† Having less than 5 year's Full Pay Service ...	91 5 0	0 5 0
42	" more than 5 and less than 10 years ditto	109 10 0	0 6 0
43	" " 10 " 15 " ...	146 0 0	0 8 0
44	" " 15 " 20 years' Full Pay Service, provided they shall have passed for Line-of-battle Ships	182 10 0	0 10 0
45	Having more than 20 and less than 25 years' ditto	237 5 0	0 13 0
46	" " 25 years	282 17 6	0 15 6
47	Masters, other than those referred to above	Such rates of Half-Pay as they may have been entitled to previous to 1st April, 1855.	

* Lieutenants may be allowed 5*s.* a-day half-pay, if, through illness contracted in the service, they shall have been unable to serve 3 years at sea in that rank.

† The time served as Master's Attendant in H.M.'s Dockyards or Victualling Yards at home or abroad, or as Agents for Transports since 25th June, 1857, or in special service on Full Pay, to

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§ 1. HALF PAY, &c.—MILITARY BRANCH—*continued.*

	Rank of the Officer		Year of 365 Days	One Day
			£ s. d.	£ s. d.
48 49	Sub-Lieutenants, and Second Masters qualified or not qualified for Masters	After 3 years' sea service in those ranks respectively, and when unwell, or unable to obtain employment, provided they shall not have declined or avoided service when called upon, and provided also that their conduct during service shall have been satisfactory. The period of 3 years' service may be dispensed with in the case of officers invalided for sickness, or injuries contracted in the service, rendering them disqualified for employment	45 12 6	0 2 6
	Note.—For retiring allowances for Sub-Lieutenants and Second Masters, vide Appendix, Art. 12, p. 163.			
50 51 52	Gunners ... ... Boatswains ... ... Carpenters		Vide Instructions, Art. 3, p. 239.	

Lieutenants and Masters will (unless under special circumstances to the contrary) be allowed, for increase of Half-Pay, to reckon,—

I Time served in command of Revenue Vessels as sea time.

II Time served in the Coast Guard on shore, or in the Transport Service on shore, as sea time, in the proportion of three years in the Coast Guard or Transport Service as one of sea service.

III Time served as Mail or Transport Agents afloat as sea time for the first three years, and after then in the proportion of three years' Agent's time as two of sea service.

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§ II. HALF-PAY, &c.—CIVIL BRANCH.

	Rank of the Officer			Year of 365 Days	One Day
				£ s. d.	£ s. d.
1	Chaplains ...	To those entered on and after 15th November, 1856, and also to those entered previous to that date who have availed themselves of the increase of Full Pay granted by Order in Council of 30th January, 1856 ...	After 10 years' sea service	91 5 0	0 5 0
2			For each year's longer service at sea than ten, 6*d.* per diem additional, until it reach	182 10 0	0 10 0
3		To those entered before 15th November, 1856, who may have notified their desire not to avail themselves of the provisions of the Order in Council above mentioned ...	After 8 years' sea service	91 5 0	0 5 0
4			For each year's longer service at sea than eight, 6*d.* per diem additional, until it reach	182 10 0	0 10 0
5		To those serving under the conditions of the Order in Council dated 13th May, 1859 ...	Under 5 years' service ...	91 5 0	0 5 0
6			Above 5 "	109 10 0	0 6 0
7			" 10 "	136 17 6	0 7 6
8			" 15 "	182 10 0	0 10 0
9			" 20 "	219 0 0	0 12 0
10		To those serving under the conditions of the Order in Council, dated 22nd February, 1860 ...	Under 5 years' service, provided they have served 3 years.	91 5 0	0 5 0
11			Above 5 years' service ...	109 10 0	0 6 0
12			" 10 "	136 17 6	0 7 6
13			" 15 "	191 12 6	0 10 6
14			" 20 "	219 0 0	0 12 0
15	To any of the above after 15 years' service as Naval Instructor, (and who may not have served as such on, or subsequent to, the 30th April, 1861, in addition to the Half-Pay, to which they may be entitled as Chaplains			63 17 6	0 3 6
	Chaplains serving as Naval Instructors on and after 30th April, 1861, will for the whole period of their service as Naval Instructors, be allowed, in addition to their Half-Pay as Chaplains, a moiety of the Half-Pay of a Naval Instructor as shown in paragraphs 67 and 68, provided they have served not less than 15 years as Chaplains.				
16	Medical Officers on the Active List of the Navy, on and after the 13th May, 1859.	Inspector-General of Hospitals and Fleets ...	After 30 years' service... ...	684 7 6	1 17 6
17			" 25 "	611 7 6	1 13 6
18			" 20 " or on promotion	547 10 0	1 10 0
19		Deputy ditto ...	" 30 "	465 7 6	1 5 6
20			" 25 "	410 12 6	1 2 6
21			" 20 " or on promotion	383 5 0	1 1 0
22		Staff Surgeon ...	" 25 "	337 12 6	0 18 6
23			" 20 "	301 2 6	0 16 6
24		Surgeon	" 15 "	246 7 6	0 13 6
25			" 10 " or on promotion	200 15 0	0 11 0
26		Assistant Sur-	" 10 "	182 10 0	0 10 0
27			" 5		

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§ II. HALF PAY, &c.—CIVIL BRANCH—*continued.*

	Rank of the Officer		Year of 365 Days	One Day
			£ s. d.	£ s. d.
35	Paymasters who have not served afloat for 3 years under the system laid down in the Order in Council, 5th April, 1852.	Retired under Order in Council, 10th June, 1843	155 2 6	0 8 6
36		To each of the first 100 on the Active and Retired Lists combined	127 15 0	0 7 0
37		To each of the next 200 ditto ditto	109 10 0	0 6 0
38		To the remainder ditto ditto	91 5 0	0 5 0
39	Paymasters who have served afloat for 3 years under the system laid down in the Order in Council, 5th April, 1852.	If with 12 years' service as Paymaster, 3 of which in a 1st or 2nd rate	191 12 6	0 10 6
40		If with 9 years' service as Paymaster, 3 of which in a 3rd or 4th rate	164 5 0	0 9 0
41		If with 6 years' service as Paymaster, 3 of which in a 5th or 6th rate	136 17 6	0 7 6
42		If with 3 years' service as Paymaster	109 10 0	0 6 0
43	Paymasters who have served since the 22nd February, 1860. (All time served as Acting Paymaster, and 4 years of time served as Assist. Paymaster, to reckon towards increase of Half-pay.)	Having less than 3 years' service	91 5 0	0 5 0
44		Having more than 3 & less than 6 years' service	109 10 0	0 6 0
45		" " 6 " 9 "	136 17 6	0 7 6
46		" " 9 " 12 "	164 5 0	0 9 0
47		" " 12 " 15 "	191 12 6	0 10 6
48		" " 15 " 20 "	219 0 0	0 12 0
49		" 20 years' service and upwards	255 10 0	0 14 0

Note 1.—Time served as Secretary is to count as time served as Paymaster, in cases when the time so counted would entitle the Officer to a higher rate of Half-Pay.

Note 2.—With reference to the above rates of Half-Pay, if a Paymaster shall be proved, after the necessary inquiry, to have been negligent of the duties entrusted to him, the Lords Commissioners of the Admiralty reserve to themselves the power to place him on the lowest or any intermediate rate of Half-Pay they may deem proper.

50	Inspectors of Machinery Afloat, and Chief Engineers, who have served since the 22nd February, 1860. (All time served as Acting Chief Engineer, and 4 years of time served as Engineer or Assistant Engineer, will be allowed to reckon towards increase of Half-pay.)	Having less than 5 years' service	91 5 0	0 5 0
51		Having more than 5 & less than 10 years' service	109 10 0	0 6 0
52		" " 10 " 15 "	146 0 0	0 8 0
53		Having more than 15 and less than 20 years' service, if qualified for 1st and 2nd rates	182 10 0	0 10 0
54		Having more than 20 and less than 25 years' service, if qualified for 1st and 2nd rates	237 5 0	0 13 0
55		Having more than 25 years' service ditto ...	282 17 6	0 15 6

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§ II. HALF PAY, &c.—CIVIL BRANCH—*continued.*

	Rank of the Officer		Year of 365 Days	One Day
			£ s. d.	£ s. d.
62	Naval Instructors, serving on and after 30th April, 1861. (A Naval Instructor who has, during the whole or part of his service, held also the appointment of Chaplain, will, under the Order in Council dated 30th April, 1861, be allowed in addition to his Half-Pay as Chaplain, a moiety of the Half-Pay of a Naval Instructor according to this scale, provided he has served not less than 15 years as Naval Instructor).	With less than 3 years' service on Full-Pay...	Nil.	Nil.
63		With 3 years' service and less than 6 ,, ...	54 15 0	0 3 0
64		,, 6 ,, ,, 9 ,, ...	91 5 0	0 5 0
65		,, 9 ,, ,, 12 ,, ...	109 10 0	0 6 0
66		,, 12 ,, ,, 15 ,, ...	127 15 0	0 7 0
67		,, 15 years' service ...	146 0 0	0 8 0
68		And sixpence a-day for each additional year of service, until the maximum rate shall have been reached, namely	182 10 0	0 10 0
69	Assistant Paymasters	After 3 years' service as such, and when unwell or unable to obtain employment, provided they shall not have declined or avoided service when called upon, and provided also that their conduct during service shall have been satisfactory. The period of 3 years' service may be dispensed with in the case of Officers invalided for sickness, or injuries contracted in the service, rendering them disqualified for employment.	45 12 6	0 2 6

Note.—For Retiring Allowances for Assistant Paymasters, vide Appendix, Art. 3, p. 164.

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§ III. HALF-PAY—ROYAL MARINE OFFICERS.

	Rank of the Officer	Year of 365 Days			One Day		
		£	s.	d.	£	s.	d.
1	Colonels	264	12	6	0	14	6
2	Lieutenant-Colonels	200	15	0	0	11	0
3	Captains	127	15	0	0	7	0
4	First Lieutenants of 7 years' standing...	82	2	6	0	4	6
5	Ditto, under 7 years	73	0	0	0	4	0
6	Second Lieutenants	54	15	0	0	3	0

MEMORANDUM.

The sentence of a Court-Martial, placing an Officer at the bottom of the list of his rank, involves the loss of previous time of service in that rank; so also, when the sentence of a Court-Martial takes away any seniority from an Officer, it thereby affects his Full and Half-Pay, in cases where the same depend upon seniority; and it carries with it the loss of the benefit of the service included in the seniority forfeited, in cases where the Full and Half-Pay depend upon actual Service.

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ARMY RANK OF MILITARY STAFF OFFICERS.

VICTORIA R.

WHEREAS, We have judged it expedient to assign Relative Army Rank to all Military Staff Appointments of Our Army, and to establish and classify the same with that which has been assigned by former Royal Warrants and Regulations to the Officers of certain departments belonging or attached to Our Army: It is Our Will and Pleasure that the Relative Rank of all such Officers shall, from the 1st April last, be established and classified according to the following Schedule, and that by such classification and the scales affixed thereto, all issues in kind or pecuniary allowance in lieu thereof shall be regulated, unless otherwise specifically provided for.

Given at Our Court at Saint James', this Twenty-seventh day of September, 1860, in the 24th Year of Our Reign.

By Her Majesty's Command,
SIDNEY HERBERT.

SCHEDULE of Military and Civil Staff Officers classified according to Position or Relative Rank.

Class	Military Rank	Military Staff and Departmental Appointments	Scale of Allowance applicable to each Appointment
1	General ...		Staff
2	Lieut.-General...	Adjutant-General of the Forces ... ... Quartermaster-General of the Forces ... ... Military Secretary to the Commander-in-Chief of the Army at Head Quarters	Staff
3	Major-General...	Adjutant-General in India ... ... Quartermaster-General in India ... ... Deputy Adjutant-General to the Forces ... ... Deputy Quartermaster-General to the Forces	

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SCHEDULE of Military and Civil Staff Officers, &c.—*continued.*

Class	Military Rank	Military Staff and Departmental Appointments	Scale of Allowance applicable to each Appointment
5	Colonel ...	Deputy-Adjutant-General Abroad, or elsewhere than in London or Dublin	Staff
		Deputy Quartermaster-General do.	
		Assistant Adjutant-General to the Forces at Head Quarters ...	
		Do. Quartermaster-General do. do. ...	
		Deputy Commissary-General after 5 years' service	
		Do. Inspector-General of Hospitals do.	
		Chaplain, 1st Class...	
		Principal Veterinary Surgeon	
6	Lieut.-Colonel	Assistant Adjutant-General of a Division or District } unless he hold a higher rank	Staff
		Assistant Quartermaster-General do. do. } unless he hold a higher rank	
		Do. Adjutant-General to Inspector-General of Cavalry or Infantry ... ... } unless he hold a higher rank	
		Military Secretary to a General Officer ... ... } unless he hold a higher rank	
		Assistant Commandant and Chief Instructor of School of Musketry	
		Deputy Commissary-General under 5 years' service	
		Deputy Inspector-General of Hospitals do.	
		Chaplain, 2nd Class	
		Surgeon-Major { If on the Staff	
		Surgeon-Major { If Regimental	Regimental
		Principal Military Storekeeper	Staff
		Military Storekeeper	
		Assistant Military Secretary if a Field Officer where there is no Military Secretary	
7	Major ...	Deputy Assistant Adjutant-General to the Forces at Head Quarters	Staff
		Deputy Assistant Quartermaster-General do.	
		Assistant Commissary-General	
		Purveyor-in-Chief	
		Chaplain, 3rd Class	
		Paymaster after 15 years' full pay service as a Commissioned Officer with not less than 10 as Paymaster ... ... { If belonging to a Regiment ...	Regimental
		Paymaster after 15 years' full pay service as a Commissioned Officer with not less than 10 as Paymaster ... ... { If to a Depôt Battalion or District	Special
		Deputy Judge Advocate (if commissioned as such)	Staff
		Governor of Military Prisons, 1st Class	
		Surgeon { If on the Staff	
		Surgeon { If Regimental	Regimental
		Barrack Master, 1st Class	Staff
		Deputy Military Storekeeper	
		District Inspectors of Musketry	
		Staff Veterinary Surgeon, on promotion	
		Assistant Military Secretary if a Captain where there is no Military Secretary	
8	[illegible]	Deputy Assistant Adjutant-General of District ...	Staff

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SCHEDULE of Military and Civil Staff Officers, &c.—*continued.*

Class	Military Rank	Military Staff and Departmental Appointments	Scale of Allowance applicable to each Appointment
8	Captain—(*continued*)	Captain Instructor of School of Musketry	Staff
		Chaplain, 4th Class	Staff
		Deputy Purveyor-in-Chief	Staff
		Deputy Assistant Commissary-General...	Staff
		Assistant-Surgeon of 6 year's service { If on the Staff	Staff
		Assistant-Surgeon of 6 year's service { If Regimental	Regimental
		Purveyor after 10 years' service	Staff
		Barrack Master, 2nd Class	Staff
		Assistant Military Storekeeper	Staff
		Veterinary Surgeon, 1st Class	Regimental
		Staff Officers of Pensioners, if above the rank of Lieutenant ...	Staff
		Provost Marshal, if commissioned as such	Staff
		Town or Fort Major	Staff
		Governor of Military Prisons, 2nd and 3rd Classes	Staff
		Lieutenant Assistant Instructor, School of Musketry...	Staff
		Apothecary after 15 years' service	Staff
		Clerk of Works, 1st Class...	Staff
9	Lieutenant ...	Adjutant	Regimental
		Staff or Regimental Assistant } If on the Staff	Staff
		Surgeon under 6 years' service } If Regimental	Regimental
		Quartermaster	do
		Acting Deputy Assistant Commissary-General	Staff
		Barrack Master, 3rd Class	Staff
		Purveyor under 10 years' service	Staff
		Clerk of Works, 2nd Class	Staff
		Military Store Clerk, 1st Class	Staff
		Staff Officer of Pensioners if below the rank of Captain	Staff
		Apothecary under 15 years' service	Staff
		Clerk Royal Engineer Department, 1st and 2nd Classes	Staff
		Deputy Provost-Marshal, if commissioned as such	Staff
		*Town or Fort Adjutant	Staff
		Garrison Quartermaster	Staff
10	Ensign ...	Clerk of Works, 3rd Class	Staff
		Military Store Clerk, 2nd Class	Staff
		Purveyor's Clerk	Staff
		Veterinary Surgeon, on appointment	Regimental
		Clerk, Royal Engineer Department, 3rd Class...	Staff

* These Officers if holding Superior Army Rank to that in which they are here classed shall be entitled to the Allowance of such superior rank.

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RETINUE ALLOWED TO FLAG OFFICERS, COMMODORES 1st CLASS, AND CAPTAINS OF THE FLEET.

		No.
Secretary		1
Flag Lieutenant (to Flag Officers and Commodores 1st Class)		1
Admiral's Coxswain		1
Domestics for the	Admiral of the Fleet	12
	Admiral	10
	Vice-Admiral	7
	Rear-Admiral or Commodore 1st Class	5
	Captain of the Fleet	2

NOTE.—Commodores 2nd Class are allowed a Secretary in lieu of an Assistant Paymaster or Clerk. Secretaries to Flag Officers, Commodores of the First Class, and Captains of the Fleet are allowed a servant, with the rating of "Secretary's Servant."

PRIZES BROUGHT BEFORE THE VICE-ADMIRALTY COURTS ABROAD.

Her Majesty having been pleased, by Her Order in Council of the 22nd day of October, 1859, to establish the following Regulations for the several Courts of Vice-Admiralty abroad, touching the practice to be observed in the said Courts in proceedings instituted on behalf of Her Majesty's Ships, and as to the costs incurred in such proceedings, and for securing the transfer to the account of Her Majesty's Paymaster-General, on account of Naval Prize, of the proceeds of any prizes which may be condemned in the said Vice-Admiralty Courts to any of Her Majesty's Ships, the same are hereby made known for the information of the Officers of Her Majesty's Ships whom they may concern.

1. Whenever any Ship, Vessel, Goods, or Merchandize has or have been detained or captured by any of Her Majesty's Ships or Vessels of War, and it has been determined to send the same before some Vice-Admiralty Court for Adjudication, the Commanding Officer of the capturing Ship shall deliver to the Officer who may be sent in charge of the Prize an authority to institute the necessary proceedings, and such authority shall be in the terms or to the effect contained in the Exhibit hereto annexed marked No. 1.

2. The Officer to whom such authority is given shall, upon his arival in Port, or the Commanding Officer shall himself, if in Port, deliver the said authority to the Queen's Proctor in the Colony, or in his absence, or on his refusal or default to institute proceedings, to any other Proctor in the said Colony: and such Proctor may thereupon institute the necessary proceedings against the said Prize, with a view to her condemnation.

3. At the termination of the proceedings, the Proctor, who shall have conducted the suit on behalf of the Queen's Ship, shall submit his costs, as also any charges which may have been paid by him, and which are properly chargeable against the said Prize, including the expenses, if any, attending the maintainance and conveyance of the Prize Officer and Crew, for taxation; and the Registrar of the Court, after having carefully examined them, shall report to the Court the amount at which such costs, charges, and expenses ought to be allowed.

4. Should the Prize be condemned, then, if the proceeds arising from the sale thereof are sufficient, the Court may order payment of the sum at which the said costs, charges, and expenses have been taxed to be made out of the said proceeds, and the balance of such proceeds shall be forthwith paid to the senior Commissariat Officer of the place, in order that the same may be remitted to this country, in accordance with the provisions of the Act of the 17th Victoria, cap. 19.

7. The Registrar of the said Court shall, as soon as possible after the said Costs are taxed, and *before* the Proctor has drawn upon the Accountant-General of the Navy for the amount which may be due to him, transmit the account of the said costs, charges, and expenses in original, signed by himself and the Judge of the said Court, to the Registrar of the High Court of Admiralty of England, accompanied with a certificate stating the amount at which it has been taxed, whether the whole or what part thereof has been paid, and whether any and what part remains due, and for which the Proctor may draw upon the Accountant-General of the Navy, and if the proceedings have not been conducted by the Queen's Proctor, whether that officer has declined or refused to conduct them, and on what grounds.

8. The Accountant-General of the Navy shall, upon any such bill as aforesaid being presented to him for payment, forward to the Registrar of the High Court of Admiralty a statement showing the amount for which the bill is drawn, the name and description of the person by whom it is drawn, and the Prize in respect of which the same is payable, and the Registrar shall thereupon inform the Accountant-General whether the amount for which the Bill is drawn agrees with the account received by him from the Registrar of the Vice-Admiralty Court, and whether there is any reason why the said bill should not be accepted and paid.

9. Upon receiving the reply of the Registrar of the High Court of Admiralty, the Accountant-General of the Navy may accept the said bill, in whole, or in part, to the extent of the amount which may appear to be properly due, and shall, if a condemnation has taken place, debit such amount against the Prize in respect of which the said costs, charges, and expenses have been incurred; and the bounties or other moneys which have been, or may thereafter be paid to the Naval Prize Account in respect of the said Prize, shall be applied, so far as they will extend, towards the reimbursement of the said amount.

10. But if there should be no such bounties or other moneys, or if the bounties or other moneys should be insufficient for the purpose, the amount which remains unsatisfied shall be placed to the debit of the Commanding Officer of the Ship of War who authorized the seizure, and shall be charged against any prize money or pay which may be or become due to him, unless the Commissioners for executing the office of Lord High Admiral for the time being shall think proper to relieve him from the payment thereof.

11. The Registrar of each Vice-Admiralty Court shall transmit at the end of each quarter to the Registrar of the High Court of Admiralty a return of all the Prizes in respect of which any proceedings have been taken during the said quarter, in the Form hereto annexed marked No. 2, showing the name of the Prize, the names of the capturing Ship and of its Commanding Officer, the date of the adjudication, the amounts of proceeds, if any, the amounts of the cost as taxed and allowed, the amount, if any, for which the Proctor has been authorized to draw upon the Accountant-General of the Navy, the payments that have been made out of the proceeds, specifying the amount thereof, to whom paid, and when, and such return shall be signed by the Judge and Registrar of the said Vice-Admiralty Court.

No. 1.

I request that you will, on the receipt of this, cause Proceedings to be instituted on behalf of the Officers and Crew of Her Majesty's Ship* against the† or Vessel captured‡ on the of , 18 , on the ground of§

This day of , 18 .

To the Queen's Proctor or any other Proctor practising in the Vice-Admiralty Court of

Commanding Officer of H.M. Ship.

No. 2.

Name of the Prize	Name of the capturing Ship	Name of Commanding Officer	Date of the Adjudication	Amount of Proceeds if any, paid into Court	Amount of Costs as taxed and allowed	Amount, if any, for which the Proctor has been authorized to draw upon the Accountant-General of the Navy	Payments out of the Proceeds			Observations
							Amount	To whom paid	When	

† Date of Capture.

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CERTIFICATE of QUALIFICATION for MIDSHIPMAN, under Art. 9, Pages 61 and 62, of the Admiralty Instructions.

We, whose names are hereunto subscribed, have this day examined Mr. , touching his qualifications for the rating of Midshipman, and find as follows:—

(He obtained a Class Certificate, as Cadet, in the Training Ship, dated 186 , and since then he has served as in H.M. Ship , from to).

I. Whether he has kept up a knowledge of his former instruction.

II. Whether he is able to work a "Day's-work" by Tables, as well as by Projection; to find the Latitude by observation of the Meridian Altitude of the Sun, Moon, and Stars; Longitude by Chronometer; and to work an Amplitude.

III. Whether he understands and can explain the Use of the Sextant and Azimuth Compass, and the mode of observing with them.

IV. State of his Sextant and other instruments.

V. State of his Log Books.

VI. His knowledge of steering and managing a Boat under oars and sail; of Knotting and Splicing; Rigging Lower Masts and Yards; and the Use of the hand and deep-sea Leads.

VII. His knowledge of the Great Gun Exercise.

We consider Mr. qualified for the rating of Midshipman, and we have accordingly granted him this Certificate of the Class.

Dated on board H.M.S. , at , the day of , 186 .

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Signatures and Rank

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